



Employee Handbook

CPC's Staff Values:

ALL IN

Trust, Team

Innovation & Fun

"We believe that being FOR others, like God is FOR us, can change the world"

Community Presbyterian Church

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Danville, CA 94526

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Introduction

This handbook is designed to help employees get acquainted with Community Presbyterian Church and its affiliate organizations including San Ramon Valley Christian Academy (SRVCA), PMCF and Community Presbyterian Counseling Center (CPCC), hereinafter referred to as “CPC” or “the Church”. It describes some of our philosophies and beliefs, and the basic terms and conditions of employment with CPC. Employees are expected to read this handbook carefully, and to know and understand its contents.

CPC reserves the right to make changes to this handbook. Employees are responsible for knowing about and understanding those changes once they have been disseminated. CPC also reserves the right to interpret the provisions of this handbook. For this reason, employees should check with Human Resources to obtain information regarding specific employment guidelines, practices, policies, or procedures.

Employees should not interpret anything in this handbook as creating a contract or guarantee of continued employment. In addition, this handbook is not intended to cover all possible situations that may arise in your employment relationship with CPC.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Church documents. These Church documents are always controlling over any statement made in this handbook or by any member of management.

This handbook is the property of CPC, and it is intended for the personal use and reference by employees of CPC.

The manual references the following job titles as reference/contact points. Below are the staff members assigned to those jobs and their contact information.

Executive Director:	Geoff LaTendresse	geoff@cpcdanville.org
Executive Pastor:	Cathy Burkholder	cathy@cpcdanville.org
Human Resources:	Carol Mascali	carol@cpcdanville.org

Handbook Revisions

CPC reserves the right to make changes to this handbook and to any employment policy, practice, work rule, or benefit, at any time without prior notice. Employees' at-will employment can only be changed as stated in the separate Employment at Will Policy contained in this handbook. Any other change to this handbook or any employment policy, practice, work rule, or benefit is effective only if it is in writing and is signed or authorized by Human Resources. Except as otherwise provided in this handbook, no one has the authority to make any promise or commitment contrary to what is in this handbook.

This handbook replaces all earlier handbooks and supersedes all prior inconsistent policies, practices, and procedures.

Handbook Acknowledgement

Employees must read and sign the acknowledgement at the end of this handbook or click on the box as indicated, type their name and the date, as applicable, and hit "enter". This will provide CPC with a record that each employee has received, read and understood this handbook.

CPC's Vision

REACH is our vision for the future of CPC. It is where we are headed. The vision reflects what we value. The vision is a mental picture of what **COULD BE** fueled by the passion of what **SHOULD BE**. We believe the REACH vision compels CPC staff to reach beyond themselves in five ways:

R – RENEW a gospel movement among the unchurched 95% in the San Ramon Valley
E – ENGAGE all generations through gatherings, groups and technology
A – ATTRACT the next generation of young families and students
C – CARE for hurting people through the gospel of hope and healing
H – HELP people generously leverage their time, talent and treasure locally and globally

"Reaching People & Following Jesus"

This simple statement anchors our church and guides everything we do. It is what we're all about. It is Gospel-Centered and given to us by Jesus (Matthew 28:18-20). It shapes our hearts, informs our actions, and aligns our efforts.

Employment At-Will

All employment at CPC is "at-will." This means that both employees and CPC have the right to terminate employment at any time, with or without advance notice, and with or without cause. Employees also may be demoted or disciplined, and the terms of their employment may be altered at any time, with or without cause, at the discretion of CPC. No one other than an officer of CPC has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this at-will status. Any such agreement must be in writing, must be signed by an officer of CPC, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship.

Nothing contained in this Handbook, or any other documents provided to employees is intended to be, nor should it be, construed as a guarantee that employment (or any benefit) will be continued for a specific time period. For example, any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience. They are not intended to create an employment contract for one or more months. Employees should ask Human Resources if they have any questions about their status as an employee at-will.

Equal Employment Opportunity

It is CPC's policy to provide equal employment opportunity for all applicants and employees. In compliance with Title VII and its exceptions for religious organizations, CPC does not unlawfully discriminate on the basis of actual or perceived race (including hair texture and natural hair styles or length), color, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws. Consistent with the law, CPC also makes reasonable accommodations for disabled applicants and employees; for pregnant employees who request an accommodation with the advice of their health care providers, for pregnancy, childbirth, or related medical conditions and for employees who are victims of domestic violence, sexual assault, or stalking.

CPC reserves the right to make employment decisions based on CPC's Essentials of Faith including moral teaching, religious preferences, and other religious needs, criteria, and policies. Every CPC manager and employee are responsible to ensure that the above commitments are honored in all activities.

CPC prohibits sexual harassment and the harassment of any individual on any of the other bases listed above. For information about the types of conduct that constitute impermissible harassment and CPC's internal procedures for addressing complaints of harassment, and the legal remedies available through and complaint procedures of the appropriate state and federal agencies and directions on how to contact these agencies, please refer to CPC's Policy Against Harassment, Discrimination, and Retaliation in this Handbook.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any employee having any questions regarding this policy should discuss them with the Human Resources Department.

Applicants and Employees with Disabilities

CPC is committed to providing equal employment opportunities for all qualified individuals with disabilities in accordance with the federal Americans with Disabilities Act and applicable State disability laws. In accordance with these laws, CPC strictly forbids all forms of unlawful discrimination, harassment, or retaliation against qualified applicants or employees with disabilities, and for pregnant employees who so request for pregnancy, childbirth, or related medical conditions, and requires reasonable accommodation if necessary for such individuals to

perform the essential functions of their jobs safely and efficiently without undue hardship to CPC and without serious risk to the health and safety of others.

Applicants and employees who require accommodation of any disability should inform CPC of their needs. CPC may have no way of knowing whether an individual requires an accommodation unless they bring it to the attention of CPC. CPC will engage in an interactive conversation to determine if there is a reasonable accommodation that can be provided that will not cause CPC undue hardship and will treat all such information as confidential to protect privacy rights under laws such as HIPAA, but some disclosure will be necessary to fulfill the purposes of this policy.

Employees who are made aware that an applicant or employee has a disability should presume that the information is confidential and discuss it only with upper management and Human Resources unless the employee has disclosed or consented to further disclosure.

Discrimination, harassment, or retaliation against an individual because they are considered disabled or has been given accommodation for a disability is absolutely forbidden and grounds for immediate termination. Employees who believe they have been harassed in violation of this policy may file a complaint under CPC's policy on Equal Employment Opportunity.

Policy Against Harassment, Discrimination and Retaliation

I. Purpose of Policy

CPC is committed to providing a workplace free of unlawful harassment and discrimination. This includes sexual harassment (which includes harassment based on pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions) and harassment based on actual or perceived gender, gender identity (including transgender identity, status and transition), gender expression and sex stereotyping, as well as harassment based on such factors as race (including hair texture and natural hair styles or hair length), color, religion, religious creed (including religious dress and religious grooming), national origin, ancestry, citizenship, age, physical or mental disability, vaccination status, legally-protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by federal, state, or local laws. CPC strongly disapproves of and will not tolerate harassment of or discrimination against applicants, employees, interns, or volunteers by managers, managers, co-workers or third parties with whom employees come into contact. Similarly, CPC will not tolerate harassment by its employees of non-employees with whom CPC employees have a business, service, or professional relationship.

II. Harassment Defined

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with an employee's work performance. Such conduct constitutes harassment when:

- submission to the conduct is made either an explicit or implicit condition of employment
- submission or rejection of the conduct is used as the basis for an employment decision
- the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment

Harassing conduct can take many forms and may include, but is not limited to, the following: slurs, jokes, insults, statements, gestures, teasing, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, posters, symbols, drawings, or cartoons, violating someone's "personal space" (for example by blocking someone's way) foul or obscene language, leering, stalking, staring, unwanted or offensive letters or poems, offensive email or voicemail messages, or any kind of verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any protected characteristic.

Sexually harassing conduct can include any and all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. Sexually harassing conduct can be by a person of either the same or opposite sex. Sexually harassing conduct need not be motivated by sexual desire to be violative of this policy.

III. Reporting and Investigating Harassing, Discriminatory and Retaliatory Conduct

All employees, independent contractors, interns, and volunteers of CPC must promptly report any incidents of harassment, discrimination, and retaliation so that CPC can take appropriate action.

A. Complaint Reporting Process

It is the responsibility of all of us to contribute to a work environment that is free of unlawful bias, discrimination, harassment, and retaliation. Failure to bring forth a complaint prevents CPC from having the opportunity to correct the situation.

Any incidents of discrimination, harassment, or retaliation, including work-related harassment by any Company personnel or any other person, or any conduct believed to violate this policy, must be reported immediately to Human Resources, who is responsible for investigating harassment complaints. An individual is not required to bring a complaint to Human Resources if the individual is uncomfortable doing so for any reason. In that case, complaints should be reported to the Executive Director, Executive Pastor or anyone on the Pastoral Team.

Managers and managers have a special responsibility under this policy. All levels of management and all managers are responsible for compliance with this Policy Against Harassment, Discrimination, and Retaliation AND for ensuring that everyone in their department is aware of, understands and adheres to this policy. Managers and managers

who receive complaints or who observe or learn of discriminatory, harassing, or retaliatory conduct must immediately inform Human Resources or other appropriate church official (Executive Director, Executive Pastor, or anyone on the Pastoral Team) so that an investigation may be initiated.

In addition to notifying CPC about harassment, discrimination, or retaliation complaints, affected employees may also direct their complaints to the California Department of Fair Employment and Housing ("DFEH"), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is three years from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, the DFEH may file a lawsuit in court. The courts have the authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the nearest DFEH office at the locations listed in CPC's DFEH poster or by checking the DFEH's website www.dfeh.ca.gov/resources or the State Government listings in the local telephone directory. The DFEH Internet Web site address, where employees may locate sexual harassment online training courses developed by the DFEH, is <https://www.dfeh.ca.gov/resources>

IV. Corrective Action

CPC prohibits conduct severe enough to be unlawful. In addition, CPC's workplace conduct standards also prohibit conduct and comments which are not severe enough to violate state or local or federal law—but which are still inappropriate in the workplace. For example, CPC prohibits abusive conduct in the workplace—whether or not it is based on a protected category.

As a result, CPC will take prompt, appropriate, and effective corrective action (e.g., remedial measures) any time it is established that discrimination, harassment, or retaliation in violation of this policy has occurred—whether or not such violation also violates the law.

Corrective action may include, for example: training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of employment, depending on the circumstances. Regarding acts of harassment or discrimination by customers or vendors, corrective action will be taken after consultation with the appropriate management personnel.

CPC will not tolerate retaliation against any employee for making a good faith complaint of harassment, discrimination, or retaliation, or for cooperating in an investigation.

V. Anti-Harassment Training

In keeping with CPC's commitment to a professional work environment free of unacceptable harassment (whether unlawful or not), CPC requires that every employee undergo interactive sexual harassment training as follows:

- All employees shall undergo at least one (1) hour of such training within six (6) months of hiring
- Employees hired as, or promoted to, a supervisory or management position must undergo at least two (2) hours of interactive sexual harassment training at least once every two (2) years

- Temporary workers: If the worker is providing services to CPC through a third-party temporary services provider, such provider is obligated to properly train the worker. Where no third-party provider is involved, temporary workers engaged for fewer than six (6) months must undergo one (1) hour of training by CPC either (i) within the 30-calendar-day period after their hire date, or (ii) by the point when they have worked 100 hours, whichever occurs first.

Among the topics addressed by CPC's interactive anti-harassment training are the prevention of abusive conduct in the workplace and of harassment based on gender identity, gender expression, and sexual orientation.

An employee who fails to comply with this section may be subject to disciplinary action, up to and including termination of employment.

VI. Zero Tolerance

CPC does not tolerate and prohibits discrimination, harassment or retaliation of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of race, color, creed, religion, age, sex or gender (including pregnancy, childbirth and related medical conditions), sexual orientation, gender identity or gender expression (including transgender status), national origin, ancestry, marital status, protected medical condition as defined by state law (cancer or genetic characteristics), physical or mental disability, military and veteran status, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. CPC is committed to a workplace free of discrimination, harassment, and retaliation.

Our management team is dedicated to ensuring the fulfillment of this policy as it applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Open-Door Policy

CPC has a specific procedure detailed in the separate Policy Against Harassment, Discrimination and Retaliation that should be used to report concerns or complaints related to possible sexual harassment, or other forms of harassment, discrimination, or retaliation based on a protected category. Separately, CPC has an Open-Door Policy that encourages employees to participate in decisions affecting them and their daily professional responsibilities. Employees who have job-related concerns or complaints are encouraged to discuss them with their manager or any other management representative with whom they feel comfortable. CPC believes that employee concerns are best addressed through this type of informal and open communication.

Employees are encouraged to raise work-related concerns with their immediate manager, or other management representative of their choice, as soon as possible after the events that cause the concern. Employees are further encouraged to pursue discussion of their work-related concerns

until the matter is fully resolved. Although CPC cannot guarantee that in each instance the employee will be satisfied with the result, CPC will attempt in each instance to explain the result to the employee if the employee is not satisfied. CPC will also attempt to keep all such expressions of concern, the results of any investigation, and the terms of the resolution confidential. In the course of investigating and resolving the matter, however, some dissemination of information to others may be necessary or appropriate. No employee will be disciplined or otherwise penalized for raising a good-faith concern.

Employees who conclude that work-related concerns should be brought to the attention of CPC by written complaint and formal investigation may avail themselves of the "Employee Complaint Reporting Procedure" set forth in this Handbook/Manual.

Employee Complaint Reporting Procedure

I. Purpose and Scope

The purpose of this Procedure for Reporting Employee Complaints is to establish a process for all employees of CPC to use to notify CPC of their work-related concerns and to give CPC the opportunity to learn about, address, and resolve the complaint. This policy is intended to supplement the Open-Door Policy set forth in this Handbook/Manual, which states CPC's philosophy that all employees have free access to their immediate managers or to other Company managers of their choice to informally express their work-related concerns. As noted in the Open-Door Policy, CPC has a specific procedure detailed in its Policy Against Harassment, Discrimination, and Retaliation that should be used to report concerns or complaints related to possible sexual harassment, or other forms of harassment, discrimination, or retaliation based on a protected category.

Importantly, when the nature of the concern pertains to an actual or suspected violation of the law, or an ethical violation, including under CPC's Rules of Conduct and/or ethics and business code, all employees, directors, and officers of CPC are required to file a complaint using the procedure below. This includes reporting any activity that is considered by the person making the complaint to be illegal or dishonest. Examples of illegal and dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any questions regarding whether a concern is subject to this mandatory reporting policy should be resolved in favor of filing the complaint.

II. Procedure

A. Filing of Complaint

Individuals should file written complaints with the Human Resources Department as soon as possible after the events that give rise to the work-related concerns. The written complaint should set forth in detail the bases for the complaint.

Alternative reporting method: If, for any reason, an individual would prefer not to discuss the subject of the concern with the individual identified above, then they must report the concern as soon as possible to the Executive Pastor.

B. Investigation

The Human Resources Department will date and log all written complaints and send the employee an acknowledgment that the complaint is under review.

The Human Resources Department or his/her/its designee will investigate the complaint, meeting separately with the employee and with others who either are named in the complaint or who may have knowledge of the facts set forth in the complaint. The Human Resource Department will include the Executive Pastor and/or the Executive Director in the discovery process of the complaint. CPC will attempt to treat all internal complaints and their investigation as confidential, recognizing, however, that in the course of investigating and resolving internal complaints some dissemination of information to others may be necessary or appropriate.

On completion of the investigation, the Human Resources Department will orally report its findings and conclusions to the employee. If the complaint is resolved to the employee's satisfaction, the terms of the resolution should be recorded and signed by both the employee and a representative of the Human Resources Department.

C. Appeal

If the complaint is not resolved to the employee's satisfaction, the employee may submit a written request for review of the complaint to the Executive Director. On completion of the appeal review, the employee should receive an oral explanation of the conclusion reached and the reasons for that conclusion. Decisions resulting from appeal reviews will be final.

D. Non-Retaliation

CPC will not tolerate retaliation against individuals for: reporting a good faith concern under this policy; participating in or cooperating in any internal investigations of reported concerns; or otherwise engaging in conduct protected by law. Prohibited retaliation can be adverse employment actions, like termination, compensation decreases, or poor work assignments, or even threats of physical harm.

Such retaliation is a separate violation of Church policy. It also may violate applicable law. (For example, a complaint may qualify as protected "whistleblowing" under an applicable law that prohibits retaliation due to whistleblowing).

Anyone who believes that they have been retaliated against for reporting a good faith concern, for participating in or cooperating in an internal investigation of a concern, or for exercising their rights, or otherwise engaging in conduct protected by law, should immediately notify CPC using the same Procedure described above.

E. Defend Trade Secrets Act Notice

Pursuant to the Defend Trade Secrets Act, an individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret

that (A) is made (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. If an employee files a lawsuit for retaliation by CPC for reporting a suspected violation of law, the employee may disclose the trade secret to the employee's attorney and use the trade secret information in the court proceeding, if the employee (A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order. If disclosure of Company trade secrets was not done in good faith pursuant to the above, the employee may be subject to substantial damages, including punitive damages and attorneys' fees.

Proof of Right to Work

Under federal law, all new hires must produce original documentation establishing their identity and right to work in the United States, and complete INS Form I-9, swearing that they have a right to work in the United States. New hires may establish their identity and right to work in the United States by (1) providing documentation that establishes both their identity and employment authorization ("List A" documents) or (2) providing documentation that separately establishes their identity ("List B" documents) and their employment authorization ("List C" documents). All documents must be unexpired. Documentation must be produced within three business days of hire, or on the first day of any employment that is less than three business days. Required documentation must be presented to the Human Resources Department, which will be responsible for processing the documents.

Any one of the following documents may be used to establish both identity and employment authorization ("List A" documents):

- United States passport
- Permanent Resident Card (Form I-551); Alien Registration Receipt Card (I-551)
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
- An Employment Authorization Document that contains a photograph (Form I-766)
- In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with (Form I-94 or Form I-94A) bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired, and the proposed employment is not in conflict with any restrictions or limitations identified on the form
- Passport from the Federated States of Micronesia or Republic of the Marshall Islands with Form I-94A indicating non-immigrant admission under the Compact of Free Association between the U.S. FSM or RMI

If an applicant cannot produce one of the documents listed above, two documents are required: one to prove identity and another to prove employment authorization.

The following documents are acceptable as proof of identity, but not employment authorization ("List B" documents):

- A driver's license or I.D. card issued by a state or outlying possession of the United States, provided it contains a photograph or identifying information such as name, date of birth, gender, height, eye color, and address
- I.D. card issued by federal, state, or local government agencies or entities provided it contains a photograph or identifying information such as name, date of birth, gender, height, eye color, and address
- School I.D. card with photograph
- Voter's registration card
- U.S. military card or draft record
- Military dependent's ID card
- Merchant Mariner Card issued by the United States Coast Guard
- Native American tribal document
- Canadian driver's license
- Individuals under the age of 18 who are unable to produce any of the identification documents listed in (1)-(9) may present a:
 - school record or report card
 - daycare or nursery school record
 - clinic doctor or hospital record only

The following documents are acceptable to establish employment authorization, but not identity ("List C" documents):

- A social security card, other than one that specifies on the face that the issuance of the card does not authorize employment in the U.S.
- A Certification of Birth Abroad issued by the Department of State (Form FS-545)
- A Certification of Report of Birth issued by the Department of State (Form DS-1350)
- An original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying territory of the United States, and bearing an official seal
- A Native American tribal document
- A United States Citizen Identification Card (INS Form I-197)
- An Identification card for use of resident citizen in the United States (INS Form I-179)
- An employment authorization document issued by the Department of Homeland Security

Authorization documents will be copied and placed with the employee's Form I-9 in a special file separate from the employee's Personnel File. These documents will be retained at least three years after the date of hire or one year after an employee's employment terminates, whichever is later.

Employment of Minors

CPC will not employ any person under the age of 14. Employees in California under age 18 are considered minors and may be employed only under the following guidelines: Any employee hired to work with a minor (anyone under 18 years of age) will be on a six-month introductory period with conditions of not being alone with a minor and being trained on CPC's child safety

policy. All CPC employees are considered mandated reporters due to the school and childcare on our campus. All employees must take the mandated reporter training within 3 months of being hired.

I. Work Permit

Employees under 18 years of age are required by law to provide a valid Work Permit. A minor must obtain a work permit for each job. A work permit is no longer valid when a minor quits or leaves a job. All work permits in the state of California expire five (5) days after the opening of school in the fall to ensure all minors report to school. A minor employee must obtain a new work permit for the new school year even though it is for the same continuing job.

II. Work Restrictions

The duties and days and hours of work by minors are restricted by the terms and conditions of the Work Permit, as well as the provisions of California and federal law.

III. Other Considerations

It is the goal of CPC to provide a safe environment for the physical and emotional well-being of all children participating in church activities, including participants in any daily or temporary childcare programs. CPC's goal is to inform workers and enforce policies to ensure that all children are safe and well protected while attending scheduled activities. Definition of "children" The term "child" or "children" shall include all persons under the age of eighteen (18) years.

Selection and Screening Process and Pre-employment procedures for paid workers and volunteers

It is the goal of CPC to conduct a Department of Justice Live Scan Fingerprint Background on all employees and persons desiring to work with and participate in all church programs, including daily or temporary childcare programs.

Volunteer applicants must complete and sign an Application for Volunteer Workers Who Will Work with Children. The manager in charge of the Ministry in which the volunteer will work will be responsible for the interview process and reference checks. CPC keeps all information received in the applicant selection process confidential. Such information will be stored with access afforded only to appropriate church staff on a need-to-know basis. If the church learns of false, misleading, or amended information on an application that could cause potential danger to children or liability to the church, that person will no longer volunteer at CPC.

Training Process: All employees must read and sign CPC's Ministry Conduct Agreement, CPC's Child Protection Policy, as well as complete Mandated Reporter and Anti-Harassment training.

Restroom Guidelines: Do not use student restrooms while school or programs are in session. There are staff/adult restrooms available on each floor.

Reporting in accordance with CPC policy and California laws, all CPC staff is mandated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision or sexual abuse and exploitation. CPC staff will immediately notify the Principal or Ministry Pastor of any suspicion of abuse.

Employment of Relatives

No person may be employed in a full or part time position in the same department or report to the same manager as an immediate family member (spouse, parent, parent-in-law, child, grandchild, grandparent, brother, or sister). The only exception to this rule shall be that siblings will be allowed to work alongside each other as interns, on-call employees, or weekend-only staff.

No immediate family member of the Pastoral Team or active Elder may be employed by CPC. The only exception will be that family members will be allowed to serve as interns and for seasonal positions 120 days in duration, provided, however, that there is no direct supervision. The spouse of a paid staff member may not serve in a leadership position (Elder, Deacon, or Chairperson) on the same committee supported by the paid staff member.

Anyone seeking exception to the above employment limits regarding “Relatives of Employees, no immediate family member of the Pastoral Team or no Active Elder” may seek approval of an exception by the Session.

Employment Applications

CPC relies upon the accuracy of information provided by an applicant in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification, or material omission by an applicant in any of this information or data may result in revocation of any offer or immediate termination of employment, regardless of when it is discovered.

Non-Fraternization

To promote the efficient operation of CPC's business and to avoid misunderstandings; complaints of favoritism; other problems of supervision, security, and morale; and possible claims of sexual harassment, managers are forbidden from dating or pursuing romantic or sexual relationships with employees whom they supervise, directly or indirectly. Employees who violate this guideline will be subject to discipline, up to and including termination of employment.

Conflicts of Interest

Employees are expected to devote their best efforts and attention to the full-time performance of their jobs. Moreover, employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between their personal interests and the legitimate business interests of CPC. A conflict of interest exists when the employee's loyalties or actions are divided between CPC's interests and those of another, such as a competitor, supplier, or customer. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with their immediate supervisor or Human Resources for clarification. Any exceptions to this guideline must be approved in writing by Human Resources.

While it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts that employees should avoid include the following:

- Accepting personal gifts, special discounts or loans or entertainment from any person doing, or seeking to do, business with the church
- Working for a competitor, supplier, or customer
- Engaging in self-employment in competition with CPC
- Using proprietary or confidential Company information, such as Company trade secrets, or any information in CCB for personal gain or to CPC's detriment
- Having a direct or indirect financial interest in or relationship with a competitor, customer, or supplier
- Using Company property or labor for personal use (i.e., hiring CPC employees for personal labor)
- Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to CPC
- Committing CPC to give its financial or other support to any outside activity or organization
- Developing a personal relationship with a subordinate employee of CPC or with an employee of a competitor, supplier, or customer that might interfere with the exercise of impartial judgment in decisions affecting CPC or any employees of CPC

If an employee or someone with whom an employee has a close relationship (e.g., a family member or close companion) has a financial or employment relationship with a competitor, customer, supplier, or potential supplier, the employee must disclose this fact in writing to the Human Resources Department. Employees should be aware that if they enter into a personal relationship with a subordinate employee or with an employee of a competitor, supplier, or customer, a conflict of interest may exist, which requires full disclosure to CPC.

I. Outside Employment

Employees may engage in outside employment, if they disclose such employment and get written approval from Human Resources. All employees who hold paid positions outside of CPC, must ensure that such outside employment will not interfere with the performance of their

duties, produce a conflict of interest in pursuit of those duties or cause discredit to CPC. Employees may not request or accept pay from an outside source at the same time getting paid by CPC for the same hours worked. For example: Teach a lesson, class, take pay for a funeral, or service, have meetings or conduct business for another job while “on the clock” for CPC. Full time employees will advise their manager and Human Resources of additional outside employment.

Failure to adhere to this guideline, including failure to disclose any conflicts or to seek an exception, may result in discipline, up to and including termination of employment.

Employee Performance Management

It is the policy of CPC to expect employees to meet or exceed high standards and continuously strive for optimal levels of performance. Managers shall support these expectations by providing performance management that promotes a productive and rewarding experience. “As iron sharpens iron, so one person sharpens another.” Proverbs 27:17

The performance management process at CPC is called “MR’s” which stands for Major Responsibilities. This tool provides a consistent approach that is individualized based on the employee and the nature of work being performed. Performance management occurs in three overlapping phases as follows:

Performance Planning - establishing a clear understanding of performance expectations
Ongoing Management - providing ongoing feedback, development, correction and coaching
Performance Evaluation - making informed, accurate assessments about their employees’ performance

I. Performance Planning

Performance planning means deciding, in advance, what responsibilities, standards and goals to strive for, and how success in reaching those goals will be evaluated.

The starting point for performance management is the position description containing the key expectations and job responsibilities of the job. The Manager is accountable for maintaining accurate and meaningful position descriptions for the employees they lead. The manager will review with the employee the position description at the time of hiring and at any time a change in the description is required. Each employee shall have a copy of their position description.

The key to the planning process is to provide the manager with a framework for developing specific goals. The employee is to be empowered to achieve realistic and achievable goals through the process.

II. Ongoing Management

Through ongoing supervision, the manager and the employee have a mutual responsibility to ensure that:

- Performance expectations and priorities are clear, understood and supported.
- Regular feedback is provided on progress towards performance goals both verbally and in writing.
- The employee may request performance feedback if they are unsure of their current level of performance. Managers are expected to respond to and honor employee requests for feedback and dialogue.
- The employee's competencies are developed to reach acceptable levels of performance.
- The manager provides coaching and support on a timely basis while the employee requests assistance as needed.

Employees' prior performance are maintained within CPC's policies.

III. Performance Evaluation

Every employee will be formally evaluated. The evaluation will cover the employee's performance. The performance evaluation is a measure of how well the employee met the goals, objectives, and responsibilities of the job during the rating period.

IV. Disciplinary Procedures

It is the policy of CPC that all employees are expected to comply with CPC's standards of behavior and performance and that any noncompliance with these standards must be remedied. Employees exhibiting noncompliance may be subject to discipline up to and including termination of employment.

CPC reserves the right to terminate an employee at any time for any reason with or without prior disciplinary counseling, actions, or notice. Nothing in this handbook or any other CPC document is intended to modify this "at will" employment policy, promise progressive discipline or disciplinary counseling, or promise notice in circumstances where CPC considers immediate termination or discipline to be appropriate.

V. Compensation

It is the policy of CPC to provide a compensation process that ensures fair and consistent practices, compensates staff on the basis of their contribution to the common mission of the church and the salary level for their job, complies with applicable laws and regulations and acknowledges the financial resource limits of CPC. Specifically, CPC reserves the right to adjust in any way the compensation plans due to financial conditions or changes in policy.

While all CPC positions involve work that is valuable and honorable, CPC recognizes that the requirements, responsibilities, and expectations of its staff vary significantly. For this reason, ranges of salary levels reflect both the complexities of the work performed as well as the individual training, skills and abilities required to complete the work.

Individual salary increases, including annual merit or cost of living increases, if provided, are based on the employee's position in their salary range and or their performance rating and at the

discretion of CPC. Merit increases are recommended by the employee's manager and by the Pastor over the employee's ministry. Merit increases are approved by the Executive Director, Executive Pastor, Human Resources, and the Lead Pastor and will comply with the church budget process. An employee is eligible to be included in the merit or cost of living process if s/he has completed a minimum of six months of continuous service, is rated satisfactory or higher, and is not on a leave of absence. Employees in the above categories shall be reviewed when their status has changed or at the next annual review if their status has changed.

Record Retention

CPC acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against CPC and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact Human Resources to inform them of potential or actual litigation, external audit, investigation, or similar proceeding involving CPC that may have an impact on record retention protocols.

Employee Classifications

I. Regular Full-Time Employees

An employee, who is regularly scheduled to work an average of 30 or more hours per week for a period of indefinite duration, is referred to as a regular full-time employee.

II. Regular Part-Time Employees

An employee who is regularly scheduled to work less than an average of 30 hours per week for a period of indefinite duration is referred to as a regular part-time employee.

III. Temporary Employees

Temporary employees are persons hired to work on special assignment with the understanding that such work will be completed within a specified period of time, usually not to exceed three (3) months. Temporary employees do not become regular employees as a result of the passage of time.

IV. Exempt/Nonexempt Employees

Exempt and Nonexempt classification are determined by the State of California. Exempt employees, by definition, are exempt from earning overtime compensation and generally receive the same weekly salary regardless of hours worked. Nonexempt employees are employees who are eligible to be paid for overtime work in accordance with the provisions of applicable wage and hour laws. Overtime pay requirements are set forth in the section of this Handbook/Manual entitled "Hours of Work, Overtime, and Pay Day". Employees will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

V. Salaried Employees

Salaried employees are employees who are paid a fixed amount on a periodic basis and not by the hour. Salaried employees are generally Exempt employees.

VI. Hourly Employees

Hourly employees are employees whose wages are paid by the hour. Their wages fluctuate according to the number of hours they work. Hourly employees are generally Nonexempt employees.

VII. Change in Employment Status

CPC may change the employment classification of any employee at any time based on the nature of the employment assignment and based on the State of California's qualifications for exempt status.

X. Other Classifications

Ordained Presbyterian Pastor: The relationship between the ordained Presbyterian Pastors, the Church and the Presbytery is determined by the EPC Book of Order. The Presbytery Ministerial Committee has the responsibility to establish the overall compensation and benefit guidelines for ordained Pastors (BOG 16-27A9). The Presbytery Ministerial Committee establishes guidelines for the Presbytery and provides the information to the church Session. The exact benefits will be determined by the Pastor's terms of call, the requirements of Presbytery and the discretion of CPC Session. The term "ordained Pastor" in this document refers only to those Pastors ordained by the Evangelical Presbyterian Church.

Full and part-time teachers: This category of employee includes teachers who are a regular part of the curricular program at the San Ramon Valley Christian Academy. One-year employment contracts will be executed between all full-time and part-time teachers, the SRVCA Board and CPC. Part-time contracted certificated teachers receive limited benefits. Benefits for SRVCA office staff will be the same as other CPC support staff.

CPCC Therapist: This category of employee includes CPCC licensed Therapist, Associates and Trainees. This category of employee receives California Sick Pay and are paid a split fee percentage. Pay for this category is communicated with the employee in an offer letter.

Volunteering Employees: In church employment there is a fine line between what a person is expected to do as an employee and what a person chooses to do voluntarily. This distinction must be made clear with each employee on an individual basis and an understanding reached with the manager to avoid confusion, unmet expectations, or misunderstandings. There is no expectation or requirement for a CPC employee to do any work on a volunteer basis and no financial compensation will be considered for volunteer activities.

Contracting for Services

Occasionally, CPC may have a need for professional services which do not exist within the current staff. When the need is specific and for a limited period of time, it can be an option to use an independent contractor. This alternative shall not be used where the job to be performed is a regular or ongoing part of the CPC church program. The approval of the Executive Director is required to develop a contract with the independent contractor. This agreement must include the nature of the service to be performed, the term of the assignment, required level of insurance coverage and the agreed compensation for the defined result. The contractor will need to pass CPC's Live Scan background check. The hiring manager should reach out to Human Resources to get the "Check List to hire a contractor" before considering hiring a contractor.

A paid CPC employee cannot also perform the role of an independent contractor. When an employee works on a special program which is clearly outside of their regular responsibilities, additional compensation, if appropriate, must be pre-approved by their manager with the approved funding source identified and the Executive Director and will be executed through the regular CPC payroll process.

A former CPC employee may not immediately return to CPC as a contractor.

Hours of Work, Overtime and Pay Day

I. Hours of Work

Church business hours are from 8 a.m. to 5 p.m., Monday through Sunday. Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the business, at some point CPC may need to change individual work schedules on either a short-term or long-term basis.

II. Day of Rest

CPC provides all employees at least one day's rest in each workweek. Employees are entitled, encouraged, and expected to take their days of rest provided under this policy, exceptions to the day-of-rest requirement will be made only in the following situations:

When employees work no more than six hours on any one day, and no more than 30 hours total, in the workweek. When employees are required to work on emergencies. When the nature of the employment reasonably requires employees to work seven or more consecutive days, if in each calendar month the employee receives the equivalent of one day's rest for every seven days worked (i.e., total month's calendar days divided by seven equals the number of required rest days for that month). No manager may impede or discourage employees from taking their days of rest provided under this policy. Employees who believe that they were not provided a day or days of rest that comply with this policy should inform their supervisor or manager, and (if not corrected) Human Resources immediately.

III. Meal and Rest Periods

A. Rest Periods

CPC authorizes and permits nonexempt employees working at least three and one-half hours in a day to take a fifteen-minute, off-duty, uninterrupted paid rest period for each four hours worked or major fraction thereof. The 15 minutes do not include the reasonable time it takes to walk to and from the closest break area (whether or not the employee takes their break in that break area). Employees who work more than six hours in a day are authorized and permitted to take a second off-duty, uninterrupted rest period. Employees who work more than 10 hours in a day are authorized and permitted to take a third off-duty, uninterrupted rest period. Employees should take their rest periods in the middle of each work period to the extent it is practicable to do so, and not combine them with meal periods or skip them to leave work early.

Employees who believe that were not provided the opportunity to take all rest periods authorized and permitted under this policy should inform their supervisor or manager, and (if not corrected) Human Resources immediately.

B. Meal Periods

CPC provides employees who work more than five hours in a day with an unpaid 30-minute, uninterrupted meal period starting no later than the end of the fifth hour of work. Nonexempt employees must clock out prior to the 5th hour of work. CPC provides employees who work more than 10 hours in a day with a second unpaid 30-minute, uninterrupted meal period starting no later than the end of the 10th hour of work. Employees who work less than six hours in a day may waive the first meal period. Employees who work no more than 12 hours in a day may waive the second meal period if they took their first meal period.

Hourly employees must clock in and out for their meal periods. Employees are expected to promptly return to work at the end of any meal period.

C. Meal and Rest Periods Are Encouraged

Employees are entitled, encouraged, and expected to take all meal periods provided under this policy and not waived, and all rest periods provided under this policy. During meal periods and rest periods, CPC will relieve employees of all duty and will not exercise control over employees' activities. Employees are free to spend their meal period and rest period time as they choose and are not required to remain on-premises or "on-call" during off-duty meal periods and rest periods. Employees should not visit or socialize with employees who are working while they are taking a rest break or meal period.

No manager at CPC may impede or discourage employees from taking meal periods and rest periods provided under this policy.

D. Cool-Down Recovery Periods

Employees who work outdoors are entitled, encouraged, and expected to take cool-down rest breaks in fixed, shaded areas whenever needed to prevent heat illness. These "cool-down" periods shall last five minutes, or until such time as the employee feels ready to resume their work duties and exhibits no signs or symptoms of heat illness.

These breaks are provided in addition to Employees' regular, ten-minute rest periods. Employees who believe that they were not provided a recovery period that complies with this policy should inform their supervisor or manager, and (if not corrected) Human Resources immediately.

III. Overtime Pay

A. Overtime Definition and Rates of Pay

All nonexempt employees who work more than eight (8) hours in one workday or more than forty (40) hours in one workweek will receive overtime pay computed as follows:

- Overtime at the rate of 1 ½ times the employee's regular rate of pay for all hours worked in excess of forty (40) in any one workweek
- Overtime at the rate of 1 ½ times the employee's regular rate of pay for all hours worked in excess of eight (8) hours in any one workday up to twelve (12) hours, and for the first eight (8) hours worked on the seventh day of work in any one workweek
- Overtime at the rate of double the employee's regular rate of pay for all hours worked in excess of twelve (12) in one workday, and for all hours worked in excess of eight (8) on the seventh day of work in one workweek

Overtime will be computed on actual minutes worked.

Only those hours that are actually worked are counted to determine an employee's overtime pay. Compensated holidays, for example, are not hours worked and therefore are not counted in making overtime calculations unless the employee actually worked on the holiday.

There may be exceptions to the above overtime computations for nonexempt employees who are subject to an Alternative Workweek Schedule.

B. Workweek and Workday

Unless otherwise provided, for purposes of calculating overtime, each workweek begins on Monday and each workday is a 24-hour consecutive period which begins at 12:01 a.m.

C. Pre-Authorization

Nonexempt employees may not work overtime without the express prior approval of their manager, absent an emergency. The supervisor is asked to email Human Resources for the planned overtime work. During busy periods, CPC may require employees to work extended hours. Nonexempt employees who fail to obtain approval prior to working hours that extend beyond their normal 8-hour workday or 40-hour workweek will be subject to disciplinary action. Overtime offenses may result in termination.

D. Compensatory Time

CPC has classified some positions, because of the special nature of the work and the unique nature of their relationship to CPC, to receive compensatory time off in lieu of overtime pay. This applies to the following position:

- Non-exempt Administrative Assistants at CPC are entitled to compensation at the time and one-half rate for all hours worked over 8 in one day or 40 hours in a workweek or the first 8 hour worked on the seventh day.
- Non-exempt Administrative Assistants are entitled to compensation at the double time rate for all hours worked over 12 in one day or over 8 on the seventh day. Unless the employee and CPC agree to compensatory time, overtime will be paid.

Compensatory time can be scheduled via Paychex or scheduled by CPC in accordance with departmental needs. Accumulation of compensatory time is limited to a maximum of eight (80) hours. An employee shall be paid for hours of overtime that exceed this limit.

Exempt employees are not paid overtime wages nor are they entitled to compensatory time off for hours worked in excess of their regularly scheduled hours. The nature of exempt positions requires a flexible work schedule as their workload and manager require.

IV. Other Types of Pay

A. Reporting Pay

Nonexempt employees who report to work at CPC's request, or who are required to call into work up to two hours prior to their shift, but are furnished less than half of their usual or scheduled day's work, will be paid for half the usual or scheduled day's work, but not less than two hours' pay or more than four hours' pay at their regular rate, without regard to the number of hours they actually worked, unless the reasons for the lack of work are beyond CPC's control. Reporting time pay will not be paid to an employee on paid standby status who is called to perform assigned work at a time other than the employee's scheduled reporting time. Reporting time hours are not counted as "hours worked" for overtime purposes beyond the time in which work actually is performed. For example, if an employee who is scheduled to work an eight-hour shift is sent home after three hours, the employee will receive four hours' pay for that day, but the fourth hour of reporting time pay will not be treated as time worked for overtime purposes.

B. Callback Pay

A nonexempt employee who is called back for a second work period in a workday and is given less than two hours' work will be paid a minimum of two hours' pay at the employee's regular rate of pay for the second work period, without regard to the number of hours actually worked, unless the reasons for any failure to furnish two hours of work are beyond CPC's control. Callback time is not counted as "hours worked" for overtime purposes beyond the time in which work actually is performed.

C. Travel Time for Non-Exempt Employees

Non-exempt employees are paid for travel time in accordance with state law.

D. Holiday Pay

Eligible employees are paid their regular straight-time wages for Company-paid holidays as set forth under the policy entitled "Holidays." Nonexempt employees who work during a Company-paid holiday are paid as set forth under the policy entitled "Holidays" in this handbook.

V. Safe Harbor Policy for Exempt Employees

It is CPC policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure employees are paid properly and no improper deductions are made, employees must review their pay stubs promptly to identify and to report all errors.

If the employee believes a mistake has occurred or if the employee has any questions, the employee should use the reporting procedure outlined below.

Exempt salaried employees receive a salary which is intended to compensate for all hours worked for CPC. This salary will be established at the time of hire or when the employee becomes classified as an exempt employee. While it may be subject to review and modification from time-to-time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under state law, salary is subject to certain deductions. For example, the employee's salary can be reduced for the following reasons:

- full-day absences for personal reasons
- full-day absences for sickness or disability if the available paid sick leave has been exhausted
- intermittent absences, including partial-day absences, covered by the federal Family and Medical Leave Act, if other available paid leave has been exhausted
- to offset amounts received as payment for jury and witness fees or military pay
- during the first or last week of employment in the event the employee works less than a full week
- any work week in which the employee performs no work for CPC

Salary also may be reduced for certain types of deductions, such as the employee portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or voluntary contributions to a 401(k) or pension plan.

In any workweek in which the employee performed any work, the employee's salary will not be reduced for any of the following reasons:

- partial-day absences for personal reasons, sickness or disability

- absence on a holiday when the facility is closed or because the facility is otherwise closed on a scheduled workday
- absences for jury duty beyond the CPC benefit, attendance as a witness or military leave in any week in which the employee has performed any work
- any other deductions prohibited by state or federal law

If employees believe they have been subject to any improper deductions, they should immediately report the matter to Human Resources. If Human Resources is unavailable or if employees believe it would be inappropriate to contact that person (or if they have not received a prompt and fully acceptable reply), they should immediately contact the Executive Director.

VI. Place and Time for Payment of Wages

A. Regular Pay Days

Employees are paid bimonthly, on the 15th and last day of the month. Employees must complete their timecards in a timely manner in order to ensure that they are paid for all hours worked. If a pay day falls on a holiday, paychecks will be distributed on the preceding workday. For employees who are not on direct deposit, checks are distributed via postal mail on the date assigned for payment.

B. Payment on Resignation, Termination, or Completion of Assignment or Term

If an employee resigns, their paycheck will be available on the final day of work, provided the employee has given at least 72 hours' prior notice. If an employee resigns without giving 72 hours' notice, their paycheck will be made available at the office at which the employee was performing services within 72 hours after the employee gives notice of the resignation, unless the employee requests in writing that their final paycheck be mailed, in which case CPC will mail the final paycheck within three days after the employee gives notice. Employees who are terminated involuntarily will be paid on the day of the discharge. If an employee is hired for a specific assignment or otherwise has a defined term of employment, their paycheck will be available upon the completion of the assignment or employment term. In all cases, employees' final paychecks will include payment for all wages owed and any accrued but unused vacation time.

C. Garnishments

CPC complies with applicable state and federal laws regarding the garnishment and assignment of wages. Repeated garnishments for multiple debts can be grounds for discharge or other discipline as provided by applicable laws.

D. Payroll Deductions

Deductions for federal Income Tax, Social Security Tax, and Medicare are required by federal law. State Income Tax and State Disability Insurance deductions vary according to the state in which your work is performed. Other deductions for insurance or other benefits may be specifically authorized by the employee in writing or by electronic signature. Each paycheck stub itemizes amounts that have been withheld. It is the employee's responsibility to confirm the accuracy of payroll deductions and personal information and to note any changes immediately by logging into Paychex. It is

important that employees keep this information for tax purposes. Questions about deductions should be directed to Human Resources.

Timekeeping Procedures

The purpose of this policy is to outline the timekeeping policies of CPC. Accurately reporting time worked is the responsibility of every non-exempt employee. CPC must keep an accurate record of time worked in order for CPC to be in compliance with the Fair Labor Standards Act (FLSA). Non-exempt employees include all employees who are eligible for overtime or compensatory time pursuant to the FLSA.

The following policies will apply when using the desktop Paychex Time Clock or Mobile App:

- Employees are required to clock in at their assigned start time and designated workstation, on campus or remote, and must clock out when they go off duty.
- Employees must begin working at their scheduled time once they are clocked in. In the event the employee is not able to clock in (i.e., Paychex Time Clock App is not working, not able to log in from your desktop, etc.) the employee must notify the Manager immediately and the manager will clock in the employee.
- Employees may clock in at an earlier start time if approved by their manager.
- Employees are required to clock out at any time they leave the work site for any reason other than assigned work duties. This does not include break times, restroom breaks, or campus supported events.
- Employees must clock in and out for a 30-minute uninterrupted lunch break every day. If an employee works less than 5 hours per day, a lunch break is not required.
- Time recorded in the Time and Attendance system by hourly employees will be the work time paid. Managers are not allowed to adjust an employee's time recorded without the written permission of the employee (i.e., an error was made).
- Prior approval from employee's Manager must be obtained before working more than their normal scheduled weekly hours including over-time. The manager must inform Human Resources in writing if over-time is approved prior to the time worked.
- Employees are required to approve their own timecard in the Paychex Time and Attendance app. It is the responsibility of the employee to certify the accuracy of all time recorded.
- Non-exempt employees will not be permitted to perform work away from the CPC Campus, job site or at home unless approved in advance by employee's Manager.
- Rest periods of 15 minutes or less are counted as time worked. Employee is not required to punch out.
- Regular audits of employee's timecards and location of punching will occur. If there is punching that is irregular, Human Resources will contact the manager and then the employee to gather more information. Coaching and training may take place or if the irregular punching or location of punching is concerning or considered misconduct, an investigation will begin and coaching, training, a write up or termination may occur.
- CPC has an established campus geo-fencing. This is a virtual boundary created by the Mobile Paychex Time Application using GPS to define geographical area employees are

allowed to punch. The highlighted area is the defined area for mobile punching. No mobile punches can be made outside of this area unless approval has been given in advance, by the Manager and the Payroll & Benefit Manager has been informed in writing. Contact the Payroll & Benefit manager for a copy of CPC's geo-fencing map.

Work Schedules, Tardiness, and Absence

All employees of CPC are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for fellow employees and managers. When employees are absent, their workload must be performed by others, just as they must assume the workload of others who are absent.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. A tardy or absence is considered "excused" only when the employee calls ahead of time and the tardy or absence is for a reason that Company considers satisfactory.

Employees who are not going to report for work as scheduled must call their supervisor as far in advance as possible but not later than the start of their shift to report their absence. Employees who rely on others to report their absences, or who report absences to anyone other than their immediate supervisor, do so at their own risk. A tardy or absence for a non-satisfactory reason, and failing to call in according to this policy, will be considered "unexcused." Unreported, unexcused, or excessive absenteeism (including tardiness and early departures) will result in discharge or other discipline. No specific number or type of prior warnings is required before termination.

Any employee who is absent from work without properly reporting their absence for any period of three consecutive scheduled shifts will be considered to have abandoned and voluntarily terminated their employment.

Financial Policies

I. Mileage Reimbursement

If an employee drives for CPC business (to a retreat, off-site, conference, etc.), they can get reimbursed for their miles they drove. The employee needs to complete a Payment Request form, take the total miles driven for work, multiply it by the IRS standard mileage rate (contact Accounting for the rate) and that is your total reimbursement. Have your manager approve and submit it to Accounting following the standard reimbursement process.

II. Credit Card Policy

The CPC Company Credit Card Policy establishes guidelines for employees who are given a company credit card that can be used for work-related expenses. Use of these cards helps CPC

track and process its expenses, prevent fraud, and make payments more efficiently. CPC wants to make sure that employees who hold CPC credit cards will use them properly and will know their limitations and responsibilities. When an employee is given a CPC Credit Card, they will receive the full Credit Card Policy, asked to read the policy and sign that they agree to follow the policy.

III. Reimbursing Work-Related Expenses & Financial Policies

The CPC expense reimbursement Policy establishes guidelines for reimbursements to employees when they pay for work expenses out of pocket on behalf of the organization. This policy also covers expense advances given to employees and charges they make on the CPC issued credit cards. When reimbursement payments are properly claimed and documented, they are not taxable to the recipient.

It is the responsibility of each employee to get a copy of the CPC's expense reimbursement policy, read it and follow the policies.

IV. Staff Celebrations, Gifts and Gift Cards

CPC recognizes that employees may wish to arrange social functions within their ministry as well as thank and reward their team. All Managers should forecast these team rewards and plan for them in their ministry budget. This policy sets out parameters for such opportunities.

Ministry parties for employee birthdays, showers, retirement, Christmas parties and other special occasions shall not use church funds and should be held on non-work time such as lunch breaks or after work. Non-exempt employees may only attend when they are not scheduled to work, and the event is voluntary.

CPC does not permit the use of ministry budget to purchase a gift card or any other type of gift for staff. The Pastoral Team will create opportunities to thank all staff with gifts and possibly with the "gift of time". CPC encourages staff to find other ways to honor and celebrate staff that does not involve purchasing a gift or gift card.

V. Cell Phone & Data Use Reimbursement Policy

To provide clear guidelines for CPC employee reimbursement of personal cell phone and internet charges required for their job. CPC recognizes that employees may be asked to use their mobile devices in remote workplaces to perform their regular job duties. CPC recognizes the use of mobile devices on-campus by employees is on the rise and is often the preferred communication tool among employees.

CPC employees working on campus have access to the company's telephone system and computers to perform regular job duties. Use of personal mobile devices is discretionary according to these operating guidelines:

- CPC employees will not be assigned church-owned mobile devices.

- All employees will use their own mobile phones under their own personal cell phone plans.
- CPC employees will be reimbursed on a monthly basis for their portion of work-related cell and internet connectivity charges per their general job classifications.

CPC employees working remotely (off campus) who, as part of their job requirements, do not have access to CPC's infrastructure will follow the following operating guidelines:

- CPC employees may be assigned CPC owned laptop computers for their off campus use and are responsible for obtaining their own internet access services to connect the computer to the CPC network.
- CPC employees will not be assigned church-owned mobile devices. They are required to use their own mobile phones under their own personal cell phone plans.
- CPC employees will be reimbursed on a monthly basis for their portion of work-related cell and internet connectivity charges related to their off campus working requirements.

CPC employees who are provided telephone and computer access on campus yet choose to work remotely will be treated as employees working on-campus listed above.

Personnel Records

I. Personnel Files

The information in an employee's personnel file is permanent and confidential and must be kept up to date. Employees should notify Human Resources and immediately update their Paychex Flex account whenever there are changes in personal data such as address, telephone number, marital status, number of dependents, and person(s) to notify in case of emergency. Employees should also inform Human Resources of any specialized training or skills they acquire.

Employees are also responsible for maintaining a current group life insurance beneficiary designation. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage.

Employees have the right to inspect their personnel files at reasonable times and on reasonable notice. In addition, employees have the right to request copies of all employment-related documents that they have signed. An employee may inspect only their own personnel file and only in the presence of Human Resources. Personnel files are the property of CPC and may not be removed from CPC's premises without written authorization from the Human Resources.

II. Payroll Records

Employees and former employees also have the right to inspect and copy certain Company payroll records regarding their compensation, and deductions from their compensation, upon reasonable request to CPC. Employees wishing to review or copy payroll records should notify the Human Resources Department.

Lactation Accommodation

Lactation accommodations, as required by law, provide a reasonable break time to accommodate an employee desiring to express breast milk for the employee's infant. Such break time will, if possible, run concurrently with any break time already provided by CPC for an employee. CPC will make reasonable efforts to provide the employee with the use of a remote location, other than a toilet stall, in close proximity to the employee's work area for the purpose of expressing breast milk in private, locked room. The room or location may include a place where the employee normally works.

The room or location will:

- Be shielded from view and free from intrusion while the employee is expressing milk
- Be safe, clean, and free of hazardous material
- Contain a surface to place a breast pump and personal items
- Contain a place to sit
- Have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump

CPC will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace. If a refrigerator cannot be provided, an employer may provide another cooling device suitable for storing milk, such as an employer-provided cooler.

A lactation location may be designated as temporary, due to operational, financial, or space limitations. When a multipurpose room is used for lactation, lactation purposes must take precedence over the other uses for the room. CPC expressly prohibit retaliation against lactating employees for exercising their rights under this policy. Should you require lactation accommodations following a return from pregnancy leave, please advise Human Resources so that accommodations may be made.

Termination, Discipline, and Rules of Conduct

I. Termination

A. Voluntary Termination

CPC will consider an employee to have voluntarily terminated their employment if an employee does any of the following:

- Elects to resign from CPC
- Fails to return from an approved leave of absence on the date specified by CPC
- Fails to report for work without notice to CPC for three (3) consecutive shifts

B. Involuntary Termination

An employee may be terminated involuntarily for reasons that may include poor performance, misconduct, or other violations of CPC's rules of conduct as set forth below. Notwithstanding this list of rules, CPC reserves the right to discharge or demote any employee with or without cause and with or without prior notice.

C. Termination Due to Reorganizations, Economics, or Lack of Work

From time to time, CPC may need to terminate an employee as a result of reorganizations, job eliminations, and economic downturns in business, or lack of work. Should CPC consider such terminations necessary, CPC will attempt to provide all affected employees with advance notice when practical. Layoff benefits associated with such terminations, if any, will be as specified in the notice.

II. Discipline and Rules of Conduct

Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct does not meet Company standards, the employee will be subject to discipline up to and including termination. CPC follows the EPC policy on “Commitment to maintaining peace and unity”.

The rules set forth below are intended to provide employees with notice of what is expected of them. Necessarily, however, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below but which CPC determines adversely affects or is otherwise detrimental to the interests of CPC, other employees, or customers, may also result in disciplinary action.

As our staff works together, and with the body we serve, we have great opportunities to demonstrate who Jesus is through our actions. We are willing to lay down our own priorities and promote someone else’s ministry if it is in the best interest of the church. We help each other succeed in ministry. Our team leads by example, serving our volunteers as they serve CPC. “But made himself nothing, taking the form of a servant, being born in the likeness of men.”
Philippians 2:7

Believing the Best of Each Other- Even our great team does not always agree with each other. But even so, we believe we all have the best interest of the church at heart. We try to avoid judging each other, giving room for differences. Gossip is not tolerated. When conflict arises, we follow the process of Matthew 18 and go to that person privately and without talking about the problem to everyone else. If we hear someone negatively speaking about someone, in humility, we hold each other accountable by lovingly confronting the person who is gossiping. “Love is not rude, is not selfish, and does not get upset with others. Love does not count up wrongs that have been done. Love takes no pleasure in evil but rejoices over the truth. Love patiently accepts all things. It always trusts, always hopes, and always endures.” 1 Corinthians 13: 5-7

A. Job Performance

Employees may be disciplined for poor job performance, including but not limited to the following:

- Unsatisfactory work quality or quantity
- Excessive absenteeism, tardiness, or abuse of rest break and meal period policies
- Failure to follow instructions or Company procedures
- Failure to follow established safety regulations

B. Misconduct

The following are examples of some, but not all, conduct which can be considered unacceptable:

- Obtaining employment on the basis of false or misleading information
- Stealing, removing or defacing Company property or a co-worker's property, and/or disclosure of confidential information
- Completing another employee's time records
- Violation of safety rules and policies
- Violation of CPC's Drug and Alcohol-Free Workplace Policy
- Fighting, threatening, or disrupting the work of others or other violations of CPC's Workplace Violence Policy
- Failure to follow lawful instructions of a supervisor
- Failure to perform assigned job duties
- Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences
- Gambling on Company property
- Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee
- Wasting work materials
- Performing work of a personal nature during working time
- Violation of the Solicitation and Distribution Policy
- Violation of CPC's Harassment or Equal Employment Opportunity Policies
- Violation of the Communication and Computer Systems Policy
- Unsatisfactory job performance
- Any other violation of Company policy

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and CPC reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. CPC will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, CPC will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

C. Attendance

In addition to the general rules stated above, employees may be disciplined for failing to observe the following specific requirements relating to attendance:

- Reporting to work on time, observing rest break and meal period policies, recording all time worked, and obtaining approval to leave work early
- Notifying the supervisor in advance of anticipated tardiness or absence

D. Discipline Procedure

Except as set forth below, discharge or demotion for poor performance ordinarily will be preceded by an oral warning and a written warning.

CPC reserves the right to proceed directly to a written warning, demotion, or termination for misconduct or performance deficiency, without resort to prior disciplinary steps, when CPC deems such action appropriate.

III. Exit Interview

Employees who leave CPC for any reason may be asked to participate in an exit interview. This interview is intended to permit terminating employees the opportunity to communicate their views regarding their work with CPC, including job duties, job training, job supervision, and job benefits. At the time of the interview, employees are expected to return all Company-furnished property, such as uniforms, tools, equipment, I.D. cards, keys, credit cards, documents, and handbooks. Arrangements for clearing any outstanding debts with CPC and for receiving final pay also will be made at this time.

IV. Employment at Will

Nothing in this Guideline is intended to alter the at-will status of employment with CPC. Either you or CPC may terminate the employment relationship at any time with or without cause and with or without prior notice. CPC reserves the right to terminate any employment relationship, to demote, or to otherwise discipline an employee without resort to the above disciplinary procedures.

Drug-Free Workplace

I. Purpose of Guideline

It is the intent of CPC to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Employees who are under the influence of a drug or alcohol on the job compromise CPC's interests and endanger their own health and safety and the health and safety of others. Substance abuse in the workplace can also cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, and inferior quality in products or service.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, and to protect its business, property, equipment, and operations, CPC has established this Guideline concerning the use of alcohol and drugs. As a condition of continued employment with CPC, each employee must abide by this Guideline.

II. Definitions

For purposes of this Guideline:

- "Illegal drugs or other controlled substances" means any drug or substance that:
 - is not legally obtainable
 - is legally obtainable but has not been legally obtained

- o has been legally obtained but is being sold or distributed unlawfully.
- "Legal drug" means any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed.
- "Abuse of any legal drug" means the use of any legal drug:
 - o for any purpose other than the purpose for which it was prescribed or manufactured
 - o in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer
- "Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.
- "Possession" means that an employee has the substance on their person or otherwise under their control.

III. Prohibited Conduct

A. Scope

The prohibitions of this section apply whenever the interests of CPC may be adversely affected, including any time an employee is:

- On Company premises
- Operating or responsible for the operation, custody, or care of Company equipment or other property
- Responsible for the safety of others in connection with, or while performing, Company-related business

B. Alcohol

The following acts are prohibited on the CPC campus and will subject an employee to discharge:

- The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol
- Being under the influence of alcohol while working on the CPC campus

Alcohol may be served at off campus CPC events. No church funds may be used to purchase alcohol.

C. Illegal Drugs

The following acts are prohibited on the CPC campus and will subject an employee to discharge:

- The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance
- Being under the influence of any illegal drug or other controlled substance

Despite many states' recent legalization of medical and/or recreational marijuana, CPC's zero tolerance policy prohibits any employee from having marijuana in their system while working and also prohibits any employee from possessing marijuana while on company property.

D. Legal Drugs

The following acts are prohibited and will subject an employee to discharge:

- The abuse of any legal drug
- The purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law
- Working while impaired by the use of a legal drug whenever such impairment might
 - Endanger the safety of the employee or some other person
 - Pose a risk of significant damage to Company property or equipment
 - Substantially interfere with the employee's job performance or the efficient operation of CPC's business or equipment

IV. Disciplinary Action

A. Discharge for Violation of Guideline

A first violation of this Guideline will result in immediate discharge whenever the prohibited conduct:

- Caused injury to the employee or any other person, or, in the sole opinion of management, endangered the safety of the employee or any other person
- Resulted in significant damage to Company property or equipment, or, in the sole opinion of management, posed a risk of significant damage
- Involved the sale or manufacture of illegal drugs or other controlled substances
- Involved the possession, distribution, or dispensation of illegal drugs or other controlled substances or alcohol in a quantity greater than for personal use
- Involved an employee who had not completed the introductory period or was a casual, seasonal, or temporary employee
- Involved the failure of an employee to report a criminal conviction, as required by below policy

B. Discretion Not to Discharge

In circumstances other than those described above, CPC, in the discretion of management, may choose not to discharge an employee for a first violation of this Guideline. As long as, the employee satisfactorily participates in and completes an approved drug or alcohol abuse assistance program or rehabilitation program when recommended by CPC Leadership.

C. Effect of Criminal Conviction

An employee who is convicted under a criminal drug statute for a violation occurring in the workplace or during any Company-related activity or event will be deemed to have violated this Guideline. CPC participates in "Live Scan" a program where the

Department of Justice will continuously inform CPC of any conviction outside the workplace.

D. Written Warning

An employee who is not discharged for a first violation of this Guideline will receive a final written warning.

E. Effect of Second Violation

A second violation of this Guideline at any time will result in immediate discharge.

F. Effect of Discharge on Eligibility for Rehire

Employees who are discharged for a violation of this Guideline will not be eligible for rehire by CPC.

V. Drug-Free Awareness

A. Management Awareness

Managers and managers should be attentive to the performance and conduct of those who work with them and should not permit an employee to work in an impaired condition or to otherwise engage in conduct that violates this Guideline. When management has reasonable suspicion to believe that an employee or employees are working in violation of this Guideline, prompt action will be taken. If the employee occupies a designated safety-sensitive position, such action may include drug testing in accordance with the procedures outlined in this policy.

B. Criminal Convictions

Employees must notify CPC of any conviction under a criminal drug statute for a violation occurring in the workplace or during any Company-related activity or event. Employees must notify CPC within five days after any such conviction. When required by federal law, CPC will notify any federal agency with which it has a contract of any employee who has been convicted under a criminal drug statute for a violation occurring in the workplace.

VI. Use of Legal Drugs

CPC recognizes that employees may, from time to time, be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's instructions, may result in impairment. Employees may not work while impaired by the use of legal drugs if the impairment might endanger the employee or someone else, pose a risk of significant damage to Company property, or substantially interfere with the employee's job performance. If an employee is so impaired by the appropriate use of legal drugs, they may not report to work. To accommodate the absence, the employee may use accrued sick leave, personal leave, or vacation time. The employee may also contact Human Resources to determine whether or not they qualify for an unpaid leave of absence, such as family care or medical leave. Nothing in this Guideline is intended to sanction the use of accrued sick leave, personal leave, or vacation time to accommodate absences due to the abuse of legal drugs. Further, nothing in this Guideline is intended to diminish CPC's commitment to employ and reasonably accommodate qualified disabled individuals. CPC will

reasonably accommodate qualified disabled employees who must take legal drugs because of their disability.

VII. Unregulated or Authorized Conduct

A. Customary Use of Over-the-Counter Drugs

Nothing in this Guideline is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this Guideline.

B. Off-the-Job Conduct

This Guideline is not intended to regulate off-the-job conduct, so long as the employee's off-the-job use of alcohol or drugs does not result in the employee being under the influence of or impaired by the use of alcohol or drugs in violation of this Guideline.

C. Authorized Use of Alcohol

On occasion, alcohol may be served at an off-campus CPC event, but the alcohol cannot be purchased with CPC funds. The consumption of alcohol at these events does not violate this Guideline.

VIII. Confidentiality

Disclosures made by employees to Human Resources concerning their use of legal drugs will be treated confidentially and will not be revealed to managers unless there is an important work-related reason to do so in order to determine whether it is advisable for the employee to continue working. Disclosures made by employees to Human Resources concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially.

IX. Counseling/Employee Assistance

The Church provides help to employees who seek assistance for drug or alcohol abuse, as well as for other personal or emotional problems. Employees who suspect that they may have alcohol or drug problems, even in the early stages, are encouraged to voluntarily seek diagnosis and to follow through with the treatment as prescribed by qualified professionals. Employees should be aware that receiving help from CPC for assistance for drug or alcohol abuse will not necessarily shield them from disciplinary action for a violation of this Guideline, particularly if discipline is imposed for a violation occurring before the employee seeks assistance.

X. Drug Testing

If a supervisor or manager has a reasonable suspicion that the employee is working in an impaired condition or otherwise engaging in conduct that violates this Guideline, the employee will be asked about any observed behavior and offered an opportunity to give a reasonable explanation. If the employee is unable to explain the behavior, they will be asked to take a drug test in accordance with the procedures outlined below.

If the employee refuses to cooperate with the administration of the drug test, the refusal will be handled in the same manner as a positive test result.

A. Procedures for Drug Testing

CPC will refer the applicant or employee to an independent, National Institute on Drug Abuse (NIDA)-certified medical clinic or laboratory, which will administer the test. CPC will pay the cost of the test and reasonable transportation costs to the testing facility. The employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that they have taken that may affect the outcome of the test. All drug testing will be performed by urinalysis. Initial screening will be done by EMIT II. Positive results will be confirmed by gas chromatography/mass spectrometry.

The clinic or laboratory will inform CPC as to whether the applicant passed or failed the drug test and may include a detailed testing report including alcohol/drug levels. If an employee fails the test, they will be considered to be in violation of this Guideline and will be subject to discipline accordingly.

B. Acknowledgment and Consent

Any employee subject to testing under this policy will be asked to sign a form acknowledging the procedures governing testing, and consenting to:

- The collection of a urine sample for the purpose of determining the presence of alcohol or drugs
- The release to CPC of medical information regarding the test results. Refusal to sign the agreement and consent form, or to submit to the drug test, will result in the revocation of an applicant's job offer, or will subject an employee to discipline up to and including termination

C. Confidentiality

All drug testing-records will be treated as confidential.

Inspections and Searches on Company Premises

I. Purpose of the Guideline

Company believes that maintaining a workplace that is free of drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and to the success of CPC's business. CPC also intends to protect against the unauthorized use and removal of Company property. In addition, CPC intends to assure its access at all times to Company premises and Company property, equipment, information, records, documents, and files. At times, it may be necessary for CPC to provide records, information or assistance to a government entity in accordance with the terms of a warrant, court order, or other order issued by law. Accordingly, CPC has established this Guideline concerning inspections and searches on Company premises. This Guideline applies to all employees of CPC.

II. Definitions

For purposes of this Guideline:

- "Prohibited materials" means firearms or other weapons; explosives and/or hazardous materials or articles; illegal drugs or other controlled substances as defined in CPC's Drug-Free Workplace Guideline; drug-related paraphernalia; the unauthorized use or consumption of alcoholic beverages on Company property; or Company property and/or proprietary and confidential information belonging to a third party that an employee is not authorized to have in their possession
- "Company property" includes all documents, records, software, electronic codes, data, and files, in both hard copy and electronic form, relating to CPC's business; and all equipment, hardware, and other property of any kind, whether owned, leased, rented, or used by CPC
- "Company premises" includes all premises and locations owned or leased by CPC or under the control of CPC, including parking lots, lockers, and storage areas
- "Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances
- "Possession" means that an employee has the prohibited material or Company property on their person or otherwise under their control

III. Inspections and Searches

A. Access to Company Property

In order to ensure access at all times to Company property, and because employees properly in possession of Company property or information related to Company business may not always be available to produce the property or information when needed in the ordinary course of CPC's business, CPC reserves the right to conduct a routine inspection or search at any time for Company property on Company premises. In addition, CPC reserves the right to access at all times information and communications stored in Company computer files, on Company mobile devices and in employee voicemail boxes and electronic-mail systems.

Routine searches or inspections for Company property may include an employee's office, desk, file cabinet, closet, computer files, voice mail, electronic mail, Company-issued mobile device or similar places where employees may store Company property or company-related information, whether or not the places are locked or protected by access codes and/or passwords.

Because even a routine search for Company property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to CPC.

B. Inspections and Searches for Prohibited Materials

Inspections or searches for prohibited materials in or on Company premises also will be conducted whenever CPC has reasonable suspicion to believe that a particular employee or group of employees may be in possession of materials in violation of this Guideline.

Inspections or searches for prohibited materials may be conducted by an independent security service or by Company personnel.

Inspections or searches for prohibited materials may be conducted on a regular or random basis at locations where employees enter or exit Company premises, without regard to whether there is reasonable suspicion that any employee may be in possession of prohibited materials in violation of this Guideline.

Inspections or searches for prohibited materials may be conducted from time to time even when there is no immediate reason to suspect the presence of the materials. In such cases, CPC may announce the inspection in advance, except for inspections or searches conducted at locations where employees enter or exit Company premises.

Inspections or searches for prohibited materials may include an employee's office, desk, file cabinet, closet, computer, company-issued mobile device or similar places where employees may place personal possessions or information, whether or not the places are locked or password protected. Inspections or searches for prohibited materials also may include an employee's locker, or an employee's pockets, purse, briefcase, lunch box, or other item of personal property that is being worn or carried by the employee while on Company premises.

In cases involving an inspection or search of an employee's pockets, purse, briefcase, or other item of personal property that is being worn or carried by the employee, the employee will be requested to conduct a self-search (i.e., by turning out or emptying pockets, purses, etc.) in the presence of an observer who will be a person of the same gender.

Employees who refuse to cooperate during an inspection or search will not be forcibly detained or searched. They will be informed, however, that CPC will base any disciplinary decision on the information that is available, including their refusal to consent to the search as well as the information that gave rise to a reasonable suspicion that the employees were in possession of prohibited materials, if applicable, and that their failure or refusal to cooperate could deprive CPC of information that may clear them of suspicion. In addition, CPC reserves the right to take appropriate action to prevent the unauthorized removal from Company premises of Company property.

IV. Approvals for Inspections

In instances in which the inspection or search is conducted because there is reasonable suspicion that a particular employee or group of employees may be in possession of prohibited materials in violation of this Guideline or may be using Company property in an unauthorized manner, and in instances in which an item of the employee's personal property will be searched, the inspection or search will be approved in advance by the highest ranking member of management in the Division who is available at the time the inspection or search is to be conducted and by the Human Resources or their designated alternate(s) in the event of unavailability.

All inspections or searches that are conducted as part of CPC's program of periodic (and unannounced) inspections will be approved in advance by Human Resources, who will inform the Ministry Pastor of the impending inspection prior to its occurrence.

V. Disciplinary Action

Employees who are found to be in possession of prohibited materials in violation of this Guideline and/or in violation of Company Property; Proprietary and Confidential Information Guideline, the Technology Use and Privacy Guideline, and the Drug-Free Workplace Guideline, or employees who are found to have used Company property in an unauthorized manner, will be subject to discipline, up to and including discharge, regardless of CPC's reason for conducting the search or inspection.

VI. Confidentiality

Managers will make their best effort to restrict communications concerning a violation or possible violation of this Guideline to persons who have an important work-related reason to know.

Workplace Violence

I. Statement of Policy

CPC recognizes that workplace violence is a concern among employers and employees across the country. CPC is committed to providing a safe, violence-free workplace. In this regard, CPC strictly prohibits employees, consultants, customers, visitors, or anyone else on Company premises or engaging in a Company-related activity from behaving in a violent or threatening manner. Moreover, CPC seeks to prevent workplace violence before it begins and reserves the right to address certain behaviors, even in the absence of violent behavior.

CPC believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures within Human Resources for responding to any situation that presents the possibility of violence.

II. Workplace Violence Defined

Workplace violence includes, but is not limited to, the following:

- Threats of any kind; Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others

- Other behavior that suggests a propensity towards violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of Company property, or a demonstrated pattern of refusal to follow Company policies and procedures
- Defacing Company property or causing physical damage to the facilities
- With the exception of security personnel, bringing weapons or firearms of any kind on Company premises, in Company parking lots, or while conducting Company business

III. Reporting

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, customer, consultant, visitor, or anyone else, they should notify Human Resources immediately. Further, employees should notify Human Resources and their supervisor if any restraining order is in effect, or if a potentially violent nonwork-related situation exists that could result in violence in the workplace. No adverse employment action will be taken against an employee because they notify CPC of a potentially violent non-work situation.

IV. Investigation

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, CPC will inform the reporting individual of the results of the investigation. To the extent possible, CPC will maintain the confidentiality of the reporting employee and of the investigation. CPC may, however, need to disclose results in appropriate circumstances, for example, in order to protect individual safety. CPC will not tolerate retaliation against any employee who reports workplace violence.

V. Corrective Action and Discipline

If CPC determines that workplace violence in violation of this policy has occurred, CPC will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, CPC will take appropriate corrective action in an attempt to ensure that such behavior is not repeated. Under certain circumstances, CPC may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, CPC may request that the employee participate in counseling, either voluntarily or as a condition of continued employment.

Staff Counseling Policy

The purpose of the Staff Counseling Policy is to support current, full-time staff in their need for counseling services. This policy is created to allow full-time CPC staff (including SRVCA and CPCC office staff) the opportunity to receive a discount for counseling, whether at CPCC or another organization. The policy is available on Staff Central.

Remote Work Policy

CPC has a remote work policy. Any employee that desires to work 2-3 days a work remotely must complete the Remote Work Request Form. The remote work must be no more than 50 miles from the CPC campus and the employee's manager and Pastoral Team leader must approve the application before it is reviewed by the Executive team. The policy and application are available on Staff Central.

Natural Disasters

In the event of a facility disaster such as earthquake, flood, hurricane, tsunami, tornado, fire, explosion, etc., the facility may be closed if the building is damaged or highways leading to the office or facility are damaged. For instructions on reporting to another location, contact your supervisor immediately.

Safety Program

CPC is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, CPC has instituted an Injury and Illness Prevention Program designed to protect the health and safety of all personnel. Every employee will receive a copy of CPC's General Safety Rules and will receive health and safety training as part of the Injury and Illness Prevention Program. A complete copy of the Injury and Illness Prevention Program is kept by Human Resources and is available for an employee to review upon request to Human Resources.

All employees are required to know and comply with CPC's General Safety Rules and to follow safe and healthy work practices at all time. An employee may be subject to discipline for engaging in any unsafe or unhealthy work practice or for violating established safety rules. Employees are required to immediately report any potential health or safety hazards, and all injuries or accidents to their supervisor.

First aid supplies are located throughout the premises and marked with signs as to where they are located. The location of the nearest doctor and/or medical facility is posted in the breakrooms.

All employees shall be covered by Worker's Compensation Insurance which provides certain benefits for employees who suffer an on-the-job injury. Employees are responsible for immediately reporting any work-related injury or illness to their manager and to Human Resources. The manager and the injured employee are responsible for the completion of injury reports for submission to Human Resources who will in return report the claim to the Insurance carrier within 24 hours of an accident.

An injured employee is entitled to the following types of Worker's Compensation benefits: reasonable medical care, rehabilitation services necessary to return the injured employee to work

and partial replacement of lost wages. Since the Worker's Compensation Insurance Company compensates the employee during lost time due to the on-the-job injury or illness and for as long as the doctor says the employee is unable to work because of the injury, CPC will suspend compensation during such time as the Insurance Company pays the employee.

Infectious Disease Control Policy

CPC will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings. We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace.

The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with managers about the potential to work from home temporarily or on an alternative work schedule.

I. Limiting Travel (during an infectious disease outbreak)

All nonessential travel should be avoided until further notice during an infectious disease outbreak. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact human resources for more information.

II. Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide certain time off benefits to compensate employees who are unable to work due to illness. Information on time off benefits can be found in the time off policies in this handbook.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees

C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

III. Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

IV. Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with managers, managers, first aid and safety personnel, and government officials as required by law.

V. Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, CPC may implement these social distancing guidelines to minimize the spread of the disease among the staff.

A. During the workday

Employees are requested to:

- Avoid meeting people face-to-face
- Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
- Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

B. Outside activities

Employees might be encouraged to the extent possible to:

- Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
- Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

Company Property; Confidential and Personal Information

The security of Company property is of vital importance to CPC. Company property includes not only tangible property, like desks and computers, but also intangible property such as confidential information. It is critical for CPC to preserve and protect its confidential information, as well as the confidential information of customers, suppliers, and third parties. All employees are responsible for ensuring that proper security is maintained at all times. Nothing in this policy or in related policies is intended to interfere with an employee's right to discuss working conditions within the organization or with members of the public nor is there any restriction on an employee's right to labor organize.

I. Confidential and Personal Information

"Confidential Information" means all information, not generally known, belonging to, or otherwise relating to the business of CPC or its clients, customers, suppliers, vendors, affiliates, or partners, regardless of the media or manner in which it is stored or conveyed, that CPC has taken reasonable steps to protect from unauthorized use or disclosure. Confidential Information includes but is not limited to CPC's database of congregant members, financial statements, and records.

"Personal Identification Information" includes individually identifiable information about employees, customers, consultants, or other individuals, such as Social Security numbers, background information, credit card or banking information, health information, or other non-public information entrusted to CPC regarding an individual's personal identity. There are laws in the United States and other countries that protect certain types of Personal Identification Information, and employees should not disclose such protected Personal Identification Information that has been acquired and retained by CPC about other individuals to any third party or from one country to another without prior managerial approval.

Given the nature of CPC's business, protecting Confidential Information and Personal Identification Information is of vital concern to CPC. This information is one of CPC's most important assets. It enhances CPC's opportunities for future growth, and indirectly adds to the job security of all employees.

Failure to take reasonable measures to protect CPC's Confidential Information may jeopardize its status as a trade secret. While employed by CPC, employees must not use or disclose any Confidential Information or Personal Identification Information that they produce or obtain during employment with CPC, except to the extent such use, or disclosure is required in connection with performing their jobs. Employees may not use or disclose Confidential Information or Personal Identification Information for any reason after the employment relationship with CPC ends. Misuse or unauthorized disclosure of Confidential Information or Personal Identification Information may result in immediate termination, as well as potential personal and criminal liability. Nothing in this Guideline restricts an employee from discussing their wages or other terms and conditions of employment with coworkers or others, to the extent protected by law.

II. Obligations on Termination

On termination of employment, whether voluntary or involuntary, all tangible and intangible Company property must be returned to CPC immediately. This includes documents, materials, data files, and records of any kind, including any that contain Confidential Information or Personal Information, and any copies thereof. Also, the terminating employee must immediately notify CPC if the employee has Confidential Information or Personal Information stored in the employee's personal computer, or in a mobile, cloud, or other storage medium, and work with CPC to identify all such Information and its location and help ensure it is retrieved and/or permanently deleted by CPC (or CPC's designated agent).

Personal and Company-Provided Portable Communication Devices

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using Company-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations. Please note that whether employees use their personal PCD or a Company issued device, CPC's Communication, Computer Systems, Social Media and Mobile Device policy, including but not limited to, proper use of communications and computer systems, remain in effect.

Use of Communications, Computer Systems, Social Media and Mobile Device Policy

CPC's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Company policy. This includes the voice mail, e-mail, and Internet systems. Users have no legitimate expectation of privacy in regard to their use of CPC's network, equipment and systems.

CPC may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages including search browser history, without notice to users of the system, in the ordinary course of business when CPC deems it appropriate to do so. The reasons for which CPC may obtain such access include but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during the employee's absence.

Further, CPC may review Internet usage to ensure that such use with Company property, or communications sent via the Internet with Company property, are appropriate. The reasons for

which CPC may review employees' use of the Internet with Company property include but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during the employee's absence.

CPC may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted. CPC's policies prohibiting harassment, in their entirety, apply to the use of Company's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since CPC's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords. Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

Use of Social Media

Everything on the internet is public information. Social networking is public information and will be seen by any person who can find it on the internet. CPC encourages our employees to avoid passing off personal views as representing those of CPC, sending anonymous email messages, using the internet for any sort of gambling, using the internet for political causes or activities while at work, sending or posting chain letters, solicitations or advertisements not related to business purposes or activities, participate in the viewing or exchange of pornography or obscene materials, sending or posting messages or material that could damage CPC's image or reputation, sending or posting confidential material or proprietary information outside of CPC and using CPC's time and resources for personal gain. CPC has a designated team member in charge of social media for the church and its ministries.

CPC respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook, Instagram and LinkedIn. However, to protect Company interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Instagram or similar site, during work time or at any time with Company equipment or property unless the employee's job at CPC is to post on social media.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, Instagram, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether an employee is posting something on their own blog, web page, social networking, Instagram or similar site or on someone else's, if the employee mentions CPC and also expresses either a political opinion or an opinion regarding CPC's actions that could pose an actual or potential conflict of interest with CPC, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is their personal opinion and not CPC's position. This is necessary to preserve CPC's good will in the marketplace.

CPC strongly discourages an employee posting disagreements with a co-worker or superior on any type of social media platform.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous, or violent is forbidden. Company policies apply equally to employee social media usage.

CPC encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

Mobile Device Policy

CPC prohibits the use of all handheld mobile devices including cell phones, smart phones, tablets, personal organizers, or other devices for work purposes while operating a motor vehicle, or for personal purposes while operating a motor vehicle during working hours or on Company business.

Employees may use hands-free mobile devices while driving when safe and lawful to do so. Special care should be taken in situations where there is heavy traffic, inclement weather, or the employee is driving in an unfamiliar area. Employees must adhere to all federal, state, and local rules and regulations regarding the use of mobile devices while driving.

Under no circumstances are employees allowed to use mobile devices to write, send or read any emails, text or other written messages for work purposes while operating a motor vehicle, or for personal purposes while operating a motor vehicle during working hours or on Company business.

Electronic Surveillance

CPC reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information. CPC may find it necessary to monitor work areas with security cameras when there is a specific job or business-related reason to do so. CPC will do so only after first ensuring that such action is in compliance with state and federal laws. Employees should not expect privacy in work-related areas. Employee privacy in nonwork areas will be respected to the extent possible. CPC's reasonable suspicion of an onsite drug use, physical abuse, theft or similar circumstances would be possible exceptions. Employees should contact their supervisor or the Human Resources Department if they have questions about this policy.

External Communications

Occasionally employees may be contacted by outside sources requesting information about Company matters, including information regarding current or former employees, Company projects, or other workplace issues. In order to avoid providing inaccurate or incomplete information to outside sources, and the possible negative exposure that may result from providing information about CPC to outside sources, any employee asked to speak for or on behalf of CPC by any outside source should immediately contact the appropriate Company official, as detailed below.

Employees violating this policy may be subject to discipline, up to and including termination of employment.

This policy is in no way intended to prohibit an employee from documenting and speaking with outside third parties regarding perceived or alleged unacceptable or illegal working conditions. The policy is also in no way intended to deter any employee from speaking with any individual regarding labor organizing.

I. Media Contacts

CPC will respond to media inquiries in a timely and professional manner only through the designated spokesperson. If an employee is contacted by a representative from any media organization (e.g., television, radio, or newspaper reporters) to speak for or on behalf of CPC, the employee should notify the media representative that they are not authorized to make a public comment on behalf of CPC and immediately refer the media representative to the Executive Pastor. No employee may communicate with media agents on behalf of CPC without prior authorization from the Executive Pastor.

II. Outside Attorneys and Investigators

If an employee is contacted by an outside attorney or investigator regarding Company business, including information regarding current or former employees, Company projects, or other workplace issues, the employee should inform the inquiring party that they are not authorized to speak on behalf of CPC and immediately obtain the individual's name and telephone number. The individual's name and telephone number should then be provided to the Human Resources

Department. Nothing in this policy restricts an employee from discussing their wages or other terms and conditions of employment with coworkers or others, to the extent protected by law.

III. Employment References and Verifications

Unless required by law, information regarding an employee will not be released to any public or private agency without the prior written authorization from the employee. With written approval, CPC will only provide the following types of reference information on former employees: dates of employment, position held and salary. Employees are to refer all external requests for information concerning applicants, employees or former employees to the Payroll & Benefit Manager. The Ministry Pastor may provide personal references for current or former employees with written authorization from the employee.

Dress and Grooming Standards

CPC considers the presentation of CPC image to its congregation, suppliers, and the public at large to be extremely important. Since CPC's product includes service, and excellent service can only be provided through its employees, CPC not only seeks good performance and conduct from its employees, but also expects them to observe high standards in their personal presentation.

Accordingly, while CPC has no formal dress code, it expects all employees to dress in a manner consistent with good hygiene, safety, and good taste.

Nothing in this dress code is intended or should be construed to violate, restrict or discriminate against any employee's actual or perceived race (including hair texture and natural hair styles or hair length), religion, religious creed, sex, sexual orientation, gender, gender identity or status, gender expression, national origin, ancestry, age, nursing mothers, or any other basis protected by local, state, or federal laws. If any employee believes that their protected rights based upon a protected class are being restricted or violated in some manner by the dress code, please contact your manager or human resources so that these concerns can be addressed. Any employee who needs a medical or religious accommodation to CPC's dress and grooming standards should contact the Human Resources Department.

Smoking

CPC maintains a smoke and tobacco-free environment. No smoking or other use of tobacco products (including, but not limited to, cigarettes including electronic smoking devices or e-cigarettes, pipes, hookahs, cigars, snuff, or chewing tobacco) is permitted in any part of the building, in vehicles owned, leased, or rented by CPC or an employee's personal vehicle parked on campus. The right of non-smokers to breathe clean air prevails over the right of the smokers to smoke.

Solicitation and Distribution

Employees may engage in solicitation on Company premises only during their nonworking time. Nonworking time means time during meals or breaks and before or after work. Persons not employed by CPC may not enter its premises at any time for the purpose of solicitation of employees or distribution of literature to employees. Prohibited activities include, but are not limited to, soliciting signatures or financial contributions, selling merchandise, distributing literature, pamphlets, or printed matter of any kind on CPC premises.

Employees may distribute or circulate non-Company written materials only during nonworking time and only in nonwork areas. If an employee is not certain whether an area is a work or nonwork area, they should consult their immediate supervisor for clarification.

Solicitation or distribution in any way connected with the sale of any goods or services for profit is strictly prohibited anywhere on Company property at any time including sending solicitation emails to staff. Similarly, solicitation or distribution of literature for any purpose by non-employees is strictly prohibited on Company property at any time. The sole exception to CPC's no-solicitation rule applies to CPC's mission partners.

CPC has bulletin boards located throughout the facility for the purpose of communicating with employees. Postings on these boards are limited to items posted by CPC, including statutory and legal notices, safety and disciplinary rules, Company policies, memos of general interest relating to CPC, local operating rules, and other Company items. All postings require the prior approval of the supervisor or Human Resources. No postings will be permitted for any other purpose.

Operation of Vehicles

Employees who have been approved by the Director of Operations and/or the Executive Director and are required to drive a company or personal vehicle on company business will be required to show proof of valid driver licenses, and current Department of Motor Vehicles record (print out).

All employees who drive as a part of their job and any of its passenger(s), must wear a seat belt. Under no circumstances will you drive while under the influence of drugs and/or alcohol. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Company owned or leased vehicles may be used only as authorized by management. CPC retains the right to transfer to an alternative position, suspend or terminate an employee whose license is revoked, or who is uninsurable under CPC's policy.

A. Portable Communication Device Use While Driving

Employees who drive on Company business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not

limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

Holidays

CPC observes the following standard holidays each year:

- New Year's Day
- Martin Luther King, Jr., Day
- Presidents' Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Day

CPC campus will be closed, and eligible employees will receive a day off on each of the holidays listed above. For employees who qualify for paid holidays, if a paid holiday falls on your regularly scheduled day off, you do not receive additional holiday pay nor do you receive the holiday time off on another day.

I. Eligibility

Unless otherwise provided in this policy, all full-time employees, who work at least 30 hours per week on a regular basis, will receive time off with pay at their normal base rate for each

company-observed holiday. Part-time and temporary employees are not eligible for paid holiday benefits. CPC reserves the right to determine which holidays and how many of them will be paid per year. Moreover, all employees are ineligible for holiday benefits while they are on leave of absence.

II. Weekends and Vacations

Holidays falling on Saturdays will normally be observed on the preceding Friday. Holidays falling on Sundays will normally be observed on the following Monday. Holidays that occur during an employee's vacation will not be counted as vacation days taken.

III. Pay In Lieu of Time Off

CPC may, in its sole discretion, require some or all employees to work on a company-observed holiday. In the event this occurs, CPC will provide Holiday Premium Pay which is equivalent to an employee's regular rate of pay. Holiday Premium pay is for employees who qualify to receive paid holidays only.

Any employee working a holiday must have prior approval from Manager and Human Resources. The Holiday Premium Pay will be one of the following based on exempt or non-exempt status:

- Nonexempt employees who are eligible for paid holidays will be paid their regular rate of pay for the hours worked in addition to holiday premium pay.
- Exempt employees who are eligible for paid holidays will receive holiday premium pay for the hours worked in addition to their regular salary for the hours worked.

Vacation Policy

CPC provides vacation benefits to eligible employees to enable them to take paid time off for rest and recreation. CPC believes that this time is valuable for employees in order to enhance their productivity and make their work experience with CPC personally satisfying. CPC also provides long-service employees with additional vacation benefits as years of service are accumulated.

I. Vacation Accrual

All regular full-time employees are eligible to accrue vacation benefits based on their continuous length of service, measured from the date of hire. "Continuous length of service" is defined as service that is uninterrupted by termination of employment and subsequent rehire by CPC. Vacation accrues according to the following schedule:

Years of Continuous Service	Vacation Accrual
Date of hire through seventh year	3 weeks (15 work days)
Eighth year and thereafter	4 weeks (20 work days).

II. Part-Time and Temporary Employees

Regular part-time employees working a minimum of twenty (20) hours per week accrue vacation benefits on a pro rata basis. Temporary employees and employees who work fewer than (20) hours per week do not accrue vacation benefits.

III. Maximum Accrual

Vacation accruals may not exceed 1.5 times an employee's current annual entitlement (e.g. 30 days for an employee with more than ten years of service). Once this maximum is reached, all further accruals will cease. Vacation accruals will recommence after the employee has taken vacation and their accrued hours have dropped below the maximum.

V. Vacation Accrual During Leaves of Absence

Employees accrue vacation during an unpaid leave of absence or while on disability salary continuation.

VI. Vacation Pay on Termination

On termination of employment, employees are paid all accrued but unused vacation through their last day worked at their base rate of pay at the time of termination.

VII. Vacation Approval

All vacations must be approved in advance by the employee's immediate supervisor.

VIII. Vacation Scheduling

Scheduling of vacations is to be done in a manner consistent with CPC's operational requirements. Employees should submit their vacation requests via Paychex for approval. Subject to supervisor approval, an employee may otherwise schedule and take vacation at any time once it has accrued.

XI. Vacation Use

Vacation days start to accrue when the employee is hired and should be taken within the year they are accrued.

X. Vacation Advances

Employees may use up to 5 vacation days that they have yet to accrue. Employees who use any vacation days before they have been accrued and then leave the employ of CPC must repay any overdrawn amount to CPC at the time of termination.

XI. Holidays Occurring During Vacation

If an observed Company holiday (see guideline entitled "Holidays") occurs during an employee's scheduled vacation, no deduction from accrued vacation will be made for the holiday.

XII. Vacation Increments

Eligible employees must take accrued vacation in increments of at least four (4) hours.

XIII. Vacation for Family Care and Medical Leave Purpose

Employees who request family care or medical leave pursuant to CPC's FMLA/CFRA policy may apply any accrued vacation pay to the unpaid portion of their family or medical leave, as permitted by law; please see Human Resources for more information.

Sick Leave

In order to help prevent loss of earnings that may be caused by accident or illness, CPC has established paid sick leave.

I. Eligibility

An employee qualifies to accrue paid sick leave under this policy upon the start of the employee's employment and can be used as soon as it is accrued.

II. Leave Benefit

Full-time and Part-Time Employees accrue paid sick leave based on hours worked. Unless a local ordinance requires otherwise, full-time and part-time employees may not accrue more than 120 hours or fifteen regularly scheduled workdays of paid sick leave, whichever is greater, at any given time. Employees who reach the applicable cap will cease to accrue further paid sick leave hours until paid sick leave is used, at which point the employee will continue to accrue additional paid sick leave up to the cap. Paid sick leave not used in a year otherwise carries over from year to year.

Employees working under 20 hours a week will receive 24 hours of California paid sick leave after working 30 or more days at CPC (in a 12-month period). On January 1st of each year, qualifying employees will receive 24 hours of paid sick leave. Employees cannot accrue more than 48 hours of CA paid sick leave at any time.

III. Leave Usage

Employees receive 120 hours or fifteen regularly scheduled workdays' worth of paid sick leave per leave year for any of the qualifying reasons discussed below, as well as any reasons allowed for under an applicable local paid sick leave ordinance. For the purposes of this policy, the leave year is the calendar year.

Paid sick leave may be used for the diagnosis, care (including preventive care), or treatment of an existing health condition of an employee and certain family members of the employee.

A family member includes a child, parent, spouse, domestic partner, grandparent, grandchild, or sibling. For purposes of this policy, a "child" means a biological or adopted child, a foster child, a stepchild, a legal ward, or a child to whom the employee stands in loco parentis. Similarly, a "parent" under this policy means a biological or adoptive parent, a foster parent, a stepparent, an employee's legal guardian, a legal guardian of an employee's spouse or domestic partner, or a person who stood in loco parentis when the employee was a minor child.

Employees who are victims of domestic violence, sexual assault, or stalking also may use paid sick leave for treatment, assistance, and other purposes authorized by law.

If an employee has exhausted all available sick leave under this policy, CPC reserves the right to apply accrued Vacation for any absences related to the outlined sick leave usage above. Employees will be paid for sick leave not later than the payday for the next regular payroll period after the sick leave was taken.

IV. Compensation for Sick Leave

Paid sick days ordinarily are paid at the employee's normal rate of pay earned during regular work hours. Accrued, unused paid sick leave is not paid out upon termination or resignation. However, employees separating from employment who are rehired within one year from the date of separation will have their previously accrued and unused paid sick days reinstated. The employee also will begin accruing paid sick leave upon re-hire (assuming the employee's bank is below the applicable cap).

V. Approval

If the need for paid sick leave is foreseeable (e.g., scheduled *routine* medical appointments), the employee must provide reasonable advance notice directly to their Manager. When requesting sick leave, employees are not required to disclose any private medical information or any other confidential personal information.

For any outpatient surgery, procedure or injury (off the job) Human Resources must be notified directly.

If the leave is *not* foreseeable, the employee must provide notice of the leave as soon as practical.

Under certain circumstances, employees might need to submit a physician's note or other medical certification upon CPC's request. Those circumstances include but are not limited to:

- Being absent for more than 3 days [*three days*] on sick leave.
- Employee is hospitalized for 24 hours
- Outpatient Surgery
- Cases when a pattern arises (e.g. employees plead sick at a specific time each week)

An employee must provide acceptable evidence of the reason out sick or medical certification upon CPC's request. If the employee is unable to provide evidence, despite the employee's diligent, good faith efforts, he or she must provide it within a reasonable period of time, but no later than 30 calendar days after CPC makes the request. If the employee fails to provide the required evidence within the specified time period, he or she is not entitled to sick leave. In the event the employee has been paid unauthorized sick leave, vacation time will be used to cover the hours paid or incur a negative balance if employee does not have enough time available. For those employees who do not receive vacation time, the time will go unpaid.

VI. Non-Retaliation or Discrimination

CPC strictly prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

CPC does not pay into any State or Federal Unemployment Insurance, Disability Insurance or Paid Leave Programs.

Leaves of Absence

I. Family and Medical Leave (FMLA) and California Family Rights Act (CFRA)

Employees may be entitled to a leave of absence under the Family and Medical Leave Act ("FMLA") and/or the California Family Rights Act ("CFRA"). This policy provides employees with information concerning FMLA/CFRA entitlements and obligations employees may have during such leaves. Whenever permitted by law, CPC will run FMLA leave concurrently with CFRA and any other leave provided under state or local law. If employees have any questions concerning FMLA/CFRA leave, they should contact Human Resources.

A. Eligibility

FMLA/CFRA leave is available to "FMLA/CFRA eligible employees." To be an "FMLA/CFRA eligible employee," 1) the employee must have been employed by CPC for a total of at least 12 months at any time prior to the commencement of a CFRA leave (which need not be consecutive); 2) the employee must have worked for CPC for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave to the extent permitted by applicable law; and 3) there must be 50 or more employees whose work locations are within 75 miles of CPC's California worksite.

B. Entitlements

As described below, the FMLA and CFRA provide eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

1. Basic FMLA/CFRA Leave Entitlement

The FMLA/CFRA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined by the calendar year. In some instances, leave may be counted under the FMLA but not CFRA or CFRA but not the FMLA. In addition, the employee who is not eligible for CFRA leave at the start of a leave because the employee has not met the 12-month length of service requirement can meet this requirement while on leave because leave to which the employee is otherwise entitled counts toward length of service requirement (but not the 1,250 hours requirement). It is CPC's policy to provide the greater leave benefit

provided under the FMLA or CFRA and to run leave concurrently under the FMLA and CFRA whenever possible.

Leave may be taken for any one or for a combination, of the following reasons:

- disability due to pregnancy, childbirth or related medical condition (counts only toward FMLA and California Pregnancy Disability Leave ("PDL") leave entitlements)
- bonding and/or caring for a newborn child (counts toward FMLA and CFRA leave entitlements)
- for placement with the employee of a child for adoption or foster care and to care for the newly placed child (counts toward FMLA and CFRA leave entitlements)
- to care for the employee's spouse, child or parent (but not in-law) with a serious health condition (counts toward FMLA and CFRA leave entitlements, except time to care for the employee's registered domestic partner does not count towards FMLA leave, only CFRA leave)
- for the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's job (counts toward FMLA and CFRA leave entitlements; but does not count toward CFRA entitlement if leave is for employee's disability due to pregnancy, childbirth or related medical condition)
- because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of contingency operations or Regular Armed Forces for deployment to a foreign country (counts toward FMLA leave entitlement only)

Under the FMLA, a serious health condition is an illness, injury, impairment or physical or mental condition that involves a period of incapacity or treatment connected with inpatient care (e.g., an overnight stay) in a medical care facility, hospice or residential health care facility; or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Under the CFRA, a serious health condition is an illness, injury, impairment or physical or mental condition that involves either inpatient care in a hospital, hospice or residential health care facility, any subsequent treatment in connection with such inpatient care or any period of incapacity; or continuing treatment by a health care provider, including but not limited to treatment for substance abuse. The CFRA defines "inpatient care" broadly and includes a stay in a hospital,

hospice or residential health care facility, any subsequent treatment in connection with inpatient care or any period of incapacity. A person will be considered an "inpatient" when they are formally admitted to a health care facility with the expectation that they will remain at least overnight and occupy a bed, even if the person is ultimately discharged or transferred to another facility and does not actually remain overnight. The CFRA defines "incapacity" as the inability to work, attend school or perform other regular daily activities due to a serious health condition, its treatment or the recovery that it requires.

Under the FMLA and CFRA, subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment or incapacity due to pregnancy or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

2. Additional Military Family Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA/CFRA leave entitlement described above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." Covered servicemembers also include a veteran who is discharged or released from military service under conditions other than dishonorable at any time during the five year period preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

3. Intermittent Leave and Reduced Leave Schedules

FMLA/CFRA leave usually will be taken for a period of consecutive days, weeks or months. However, employees are also entitled to take FMLA/CFRA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Intermittent or reduced work schedule leave may be taken for absences where the employee or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition, even if they do not receive treatment by a health care provider. Leave due to qualifying exigencies may also be taken on an intermittent or reduced schedule basis.

Note: Covered servicemember leave may but will not necessarily run concurrently with CFRA leave. For example, the employee who is the spouse of an injured military servicemember likely would take CFRA qualifying leave; the employee who is next of kin to an injured servicemember who takes time off would not have such time count against CFRA leave entitlements.

Employees are also eligible for intermittent leave for bonding with a child following birth or placement. Intermittent leave for bonding purposes generally must be taken in two-week increments, but CPC permits two occasions where the leave may be for less than two weeks.

4. No Work While on Leave

The taking of another job while on FMLA/CFRA leave or any other authorized leave of absence may be grounds for immediate discharge, to the extent permitted by applicable law.

5. Protection of Group Health Insurance Benefits

During FMLA and/or CFRA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued work.

6. Restoration of Employment and Benefits

At the end of FMLA/CFRA leave, subject to some exceptions including situations where job restoration of "key employees" will cause CPC substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions they held before the FMLA/CFRA leave. CPC will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA/CFRA leave will not result in

the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA/CFRA leave.

7. Notice of Eligibility for, and Designation of, FMLA/CFRA Leave

Employees requesting FMLA/CFRA leave are entitled to receive written notice from CPC telling them whether they are eligible for FMLA and/or CFRA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA/CFRA leave, employees are entitled to receive written notice of:

- their rights and responsibilities in connection with such leave
- CPC's designation of leave as FMLA/CFRA-qualifying or non-qualifying, and if not FMLA/CFRA-qualifying, the reasons why
- the amount of leave, if known, that will be counted against the employee's leave entitlement

CPC may retroactively designate leave as FMLA/CFRA leave with appropriate written notice to employees, and provided that doing so does not cause harm or injury to the employee. In other cases, CPC and employee can mutually agree that leave be retroactively designated as FMLA/CFRA leave.

C. Employee FMLA/CFRA Leave Obligations

1. Provide Notice of the Need for Leave

Employees who wish to take FMLA/CFRA leave must timely notify CPC of their need for FMLA/CFRA leave. The following describes the content and timing of such employee notices.

a. Content of Employee Notice

To trigger FMLA/CFRA leave protections, employees must inform the Head of Human Resources of the need for FMLA/CFRA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA/CFRA leave specifically or explaining the reasons for leave so as to allow CPC to determine that the leave is FMLA/CFRA-qualifying. Notifying your manager instead of HR will not trigger FMLA/CFRA leave and could delay the approval process and compensation if applicable. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job
- they are pregnant or have been hospitalized overnight
- they or a covered family member are under the continuing care of a health care provider
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active-duty status to a foreign country
- the leave is for a family member whose condition renders the family member unable to perform daily activities or the family member is a covered servicemember with a serious injury or illness

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA/CFRA leave under this policy. Employees must respond to CPC's lawful questions to determine if absences are potentially FMLA/CFRA-qualifying.

If employees fail to explain the reasons for FMLA/CFRA leave, the leave may be denied. When employees seek leave due to FMLA/CFRA-qualifying reasons for which CPC has previously provided FMLA/CFRA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA/CFRA leave.

b. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA/CFRA leave when the need is foreseeable. When 30 days' notice is not possible or the approximate timing of the need for leave is not foreseeable, employees must provide CPC notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees that fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay or otherwise fail to satisfy FMLA/CFRA notice obligations, may have FMLA/CFRA leave delayed or denied, to the extent permitted by applicable law.

2. Cooperating in the Scheduling of Leave of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment or requesting to take leave on an intermittent or reduced schedule work basis, employees must consult with CPC and make a reasonable effort to schedule treatment so as not to unduly disrupt CPC's operations. Employees must consult with CPC prior to the scheduling of treatment in order to work out a treatment schedule that best suits the needs of both CPC and the employees, subject to the approval of the applicable health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including a period of recovery from a serious health condition or to care for a covered servicemember, CPC may temporarily transfer employees to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

To the extent permitted by applicable law, when employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise CPC of the reason why such leave is medically necessary. In such instances, CPC and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly

disrupting CPC's operations, subject to the approval of the employee's health care provider.

3. Submit Initial Medical Certifications Supporting Need for Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA/CFRA leave sought, employees may be required to submit medical certifications supporting their need for FMLA/CFRA-qualifying leave. As described below, there generally are three types of FMLA/CFRA medical certifications: an initial certification, a recertification and a return to work/fitness for duty certification. It is the employee's responsibility to provide CPC with timely, complete and sufficient medical certifications.

Whenever CPC requests employees to provide FMLA/CFRA medical certifications, employees must provide the requested certifications within 15 calendar days after CPC's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. CPC shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. CPC will delay or deny FMLA/CFRA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications, to the extent permitted by applicable law.

CPC may contact the employee's health care provider to authenticate completed and sufficient medical certifications. Whenever CPC deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

a. Initial Medical Certifications

Employees requesting leave because of their own or a covered relation's, serious health condition or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year or when an initial medical certification has expired.

If CPC has reason to doubt the validity of initial medical certifications regarding the employee's own serious health condition, it may require employees to obtain a second opinion at CPC's expense. If the opinions of the initial and second health care providers differ, CPC may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by CPC and the employee.

b Medical Recertifications

Depending on the circumstances and duration of FMLA/CFRA leave, CPC may require employees to provide recertification of medical conditions giving rise to the need for leave. CPC will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification. In cases of leave that qualify under CFRA, recertification will generally only be requested when the original certification has expired.

c. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA/CFRA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide CPC medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The employee taking intermittent leave may be required to provide a return-to-work release for such absences up to once every 30 days if reasonable safety concerns exist regarding the employee's ability to perform his or her duties. CPC may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

4. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, CPC may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active-duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active-duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, CPC may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, CPC may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

5. Reporting Changes to Anticipated Return Date

If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide CPC with reasonable notice (i.e., within 2 business days) of the employee's changed circumstances and new return to work date. If employees give CPC unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and CPC's obligation to maintain health benefits (subject to COBRA requirements) and to restore their positions will cease.

6. Substitute Paid Leave for Unpaid FMLA and CFRA Leave

For purposes of this subsection, leave is not "unpaid" during any leave time for which the employee is receiving compensation from Disability Insurance program or Employer paid or receiving compensation from worker's compensation. Employees will not be required to use accrued vacation or paid sick time for any time off under this policy for which they are receiving compensation under these programs. Where applicable and permitted by law, employees will be required to use accrued vacation and paid sick during any waiting period applicable to these programs.

If leave is unpaid, the following requirements apply to the leave:

- If employees request FMLA/PDL leave because of disability due to pregnancy, childbirth, or related medical conditions, they must first substitute any accrued paid sick time for unpaid family/medical leave. Employees may submit a written request to substitute any other accrued, unused paid time off benefits for unpaid FMLA/PDL leave once the employees' sick time is exhausted.
- If employees request FMLA/CFRA leave because of their own serious health conditions (excluding absences for which employees are receiving workers' compensation or short-term disability benefits), they must first substitute any accrued paid time off, including sick time, for unpaid family/medical leave.
- If employees request FMLA/CFRA leave to care for a covered family member with a serious health condition or bond with a newborn child, they must first substitute any accrued paid time off, other than sick time for unpaid family/medical leave. Once accrued paid time off, other than sick time, is exhausted, upon written request the employee can substitute paid sick time for unpaid FMLA/CFRA leave for such purposes except the employee cannot use sick time to bond with a child where the employee's child is not ill or sick since sick time is contingent on the illness of the employee, child, parent, spouse or registered domestic partner or other purpose consistent with the paid sick leave under applicable law.

A leave of absence in connection with a workers' compensation injury/illness or for which the employee receives short-term disability shall run concurrently with FMLA/CFRA leave. Upon written request, CPC will allow employees to use

accrued paid time off to supplement any paid workers' compensation or short-term disability benefits.

The substitution of paid time off for unpaid family/medical leave time does not extend the length of FMLA/CFRA leaves and the paid time off runs concurrently with the FMLA/CFRA entitlement.

7. Pay Employee's Share of Health Insurance Premiums

As noted above, during FMLA/CFRA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. If paid leave is substituted for unpaid family/medical leave, CPC will deduct employees' shares of the health plan premium as a regular payroll deduction. If FMLA/CFRA leave is unpaid, employees must pay their portion of the premium through a "pay-as-you-go" method. CPC's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, CPC will send a letter notifying the employee that coverage will be dropped on a specified date at least 15 days after the notice unless the co-payment is received before that date.

If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control) they will be required to reimburse CPC for the cost of the premiums CPC paid for maintaining coverage during their unpaid FMLA/CFRA leave.

D. Coordination of FMLA/CFRA Leave with Other Leave Policies

The FMLA and CFRA do not affect any federal, state or local law prohibiting discrimination or supersede any State or local law that provides greater family or medical leave rights. However, whenever permissible by law, CPC will run FMLA and/or CFRA leave concurrently with any other leave provided under state or local law. For additional information concerning leave entitlements and obligations that might arise when FMLA/CFRA leave is either not available or exhausted, please consult CPC's other leave policies in this Handbook or contact the Head of Human Resources.

E. Questions and/or Complaints about FMLA/CFRA Leave

If employees have questions regarding this policy, please contact the Head of Human Resources. CPC is committed to complying with the FMLA and CFRA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA and CFRA.

The FMLA makes it unlawful for employers to:

- Interfere with, restrain or deny the exercise of any right provided under FMLA
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA.

If employees believe their FMLA rights have been violated, they should contact the Head of Human Resources immediately. CPC will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

CPC does not pay into any State or Federal Unemployment Insurance, Disability Insurance or Paid Leave Programs.

II. Pregnancy-Related Disability Rights

A. Leaves of Absence, Accommodations, and Transfers

Any employee who is disabled by pregnancy, childbirth, or related conditions may take a Pregnancy-Related Disability leave for the period of actual disability of up to four months, in addition to any family care or medical leave to which the employee may be entitled under Section II of this policy (Family Care, Medical and Military Family Leaves). Pregnancy-Related Disability Leaves may be taken intermittently, or on a reduced-hours schedule, as medically necessary.

Moreover, an employee is entitled to a reasonable accommodation for pregnancy, childbirth, or related medical conditions if the employee so requests and provides CPC with medical certification from the employee's health care provider. In addition to other forms of reasonable accommodation, a pregnant employee is entitled to transfer temporarily to a less strenuous or hazardous position or to less hazardous or strenuous duties if the employee so requests, the transfer request is supported by proper medical certification, and the transfer can be reasonably accommodated.

B. Substitution of Paid Leave for Pregnancy-Related Disability Leave

An employee taking Pregnancy-Related Disability Leave must substitute any available sick pay for her leave and may, at her option, substitute any accrued vacation time for her leave. The substitution of paid leave for Pregnancy-Related Disability Leave does not extend the total duration of the leave to which an employee is entitled.

C. Leave's Effect on Benefits

During a Pregnancy-Related Disability Leave, CPC will continue to pay for the employee's participation in CPC's group health plans, to the same extent and under the same terms and conditions as would apply had the employee continued in employment continuously for the leave period.

Thus, the employee must continue to pay their share of the health plan premiums during the leave. If paid sick leave is substituted for any portion of the leave that is unpaid leave, such payments will be deducted from the employee's pay through the regular payroll deductions. Otherwise, the employee must make arrangements with CPC for the payment of such premiums.

CPC may recover from the employee the premiums that CPC paid to maintain coverage for the employee under the group health plan if the employee fails to return from leave after the period of leave has expired and the employee's failure to return is for a reason other than: (i) the employee is taking (i.e., has transitioned over to) leave under the California Family Rights Act, unless the employee chooses not to return after the CFRA leave, in which case CPC can recover such premiums; (ii) the continuation, recurrence, or onset of a health condition that entitles the employee to Pregnancy-Related Disability Leave, unless the employee chooses not to return after the Pregnancy-Related Disability Leave, in which case CPC can recover such premiums; (iii) non-pregnancy related medical conditions requiring further leave, unless the employee chooses not to return to work following the leave, in which case CPC can recover such premiums, or (iv) other circumstances beyond the employee's control.

It is CPC's policy that, similar to other unpaid leaves, during any unpaid portion of a Pregnancy-Disability Leave, employees will accrue employment benefits, such as sick leave, vacation leave, and seniority, only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

Employee benefits may be continued during the unpaid portion of the Pregnancy-Disability Leave according to the provisions of CPC's various employee benefit plans.

D. Return to Work Certification

Consistent with CPC's practice for other employees returning from a disability leave for reasons other than pregnancy, CPC requires that an employee returning from Pregnancy-Related Disability Leave provide a release to return to work from the employee's healthcare provider stating the employee is able to resume her original job or duties.

E. Leave's Effect on Reinstatement

Employees returning from Pregnancy-Related Disability Leave generally are entitled to be reinstated in the same position, subject to certain conditions, and consistent with applicable law.

F. Other Terms and Conditions of Leave

The provisions of CPC's Family Care, Medical and Military Family Leave policy regarding the leave's effect on pay, notice requirements, medical certification requirements also apply to all Pregnancy-Related Disability Leaves, as well as requests for pregnancy-related reasonable accommodations and transfers. However, for pregnancy-related disabilities, there is no process for obtaining more than one medical opinion. For the purpose of applying those provisions, an employee's pregnancy-related disability is considered to be a serious health condition.

CPC does not pay into any State or Federal Unemployment Insurance, Disability Insurance or Paid Leave Programs.

III. Other Disability Leaves

In addition to medical or pregnancy-related disability leaves described in Sections II and III, employees may take a temporary disability leave of absence if necessary to reasonably accommodate a workplace injury or a disability under the ADA or the FEHA. Any disability leave under this section will run concurrently with any medical leave to which the employee is entitled to.

Disability leaves under this section will be unpaid.

Employees taking disability leave must comply with the Family Care, Medical and Military Family Leave provisions regarding substitution of paid leaves, notice, and medical certification. For the purpose of applying these provisions, a disability leave will be considered to be a medical leave.

If a disability leave under this section extends beyond 12 weeks in a 12-month period, the employee will not be entitled to any continued employer contributions towards any employee benefit plan unless otherwise required by law. An employee, however, may elect to continue participating in such benefit plans, at the employee's own expense, to the extent permitted by such plans.

The duration of a leave under this section shall be consistent with applicable law, but in no event shall the leave extend past the date on which an employee becomes capable of performing the essential functions of their position, with or without reasonable accommodation. For a full explanation of leave duration and reinstatement rights, employees should contact the Human Resources Department.

CPC does not pay into any State or Federal Unemployment Insurance, Disability Insurance or Paid Leave Programs.

IV. Other Leaves of Absence

A. Military Leave of Absence

CPC will grant employees a military leave of absence to the extent required by applicable federal and state law. All full-time and part-time employees, who work more than 20 hours per week, are eligible for up to two weeks of paid leave annually.

B. Military Spouse Leave

Qualified California employees will be given up to 10 days leave during that time in which the employee's spouse or domestic partner is on leave from deployment in a combat zone with the active duty or reserve military or national guard during a period of military conflict. Employees may use accrued vacation time to cover this absence. If the employee has no accrued vacation, the employee must request time off without pay.

Qualifying employees are employees who work an average of 20 hours per week and have a spouse or domestic partner who is serving as (1) a member of the U.S. Armed

Forces and who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States or (2) a member of the Armed Forces Reserve Components or the National Guard and has been deployed during a period of military conflict.

Qualifying employees who wish to request this leave must provide CPC with a written request for such leave within two business days of receiving official notice that the military spouse or domestic partner will be on leave from deployment. The employee must also provide written documentation to CPC certifying that the military member will be on military leave from deployment.

C. Jury and Witness Duty

CPC will provide employees time off to serve, as required by law, on a jury or grand jury if the employee provides reasonable advance notice. CPC will also provide employees with time off to appear in court or other judicial proceedings as a witness to comply with a valid subpoena or other court order.

Employees will be granted a paid leave of absence of up to 10 business days per year for the purpose of fulfilling jury duty. Any jury duty that extends beyond 10 business days per year will be unpaid.

However, exempt employees who work any portion of a workweek in which they also serve on jury duty or appear as a witness will receive their full salary for that workweek. Employees may elect to substitute accrued vacation during any unpaid leave due to jury duty or a witness appearance.

Employees are required to provide reasonable advance notice of the need for jury/witness leave. Employees also are expected to report to work each day or portion of a day they are not performing jury/witness duty.

D. Leave for Educational/Daycare Purposes

Employees will be granted time off without pay for up to 40 hours per calendar year, but no more than eight hours in any calendar month, to:

- participate in the activities of schools or licensed child daycare facilities attended by their children
- find, enroll, or reenroll their children in a school or with a licensed childcare provider
- address a child care provider or school emergency (i.e., the school or child care provider requested that the child be picked up, there is a behavioral or discipline problem with the child that needs to be addressed with the school or child-care provider, there is a closure or unexpected unavailability of the school or child-care provider, or that there is a natural disaster, such as an earthquake or fire, requiring that the child be kept home or picked up from the school or child-care provider).

Employees eligible for such leave are parents, stepparents, foster parents, grandparents, guardians or persons who stand in loco parentis (in the place of a parent) to a child.

Employees must substitute accrued vacation, personal leave, or compensatory time off for purposes of a planned absence under this Section.

Employees wishing to take time off under this Section must provide their managers with reasonable notice of the planned absence. If both parents of a child are employed by CPC at the same worksite, the request for time off under this Section will be granted to the first parent to provide notice of the need for time off. The request from the second parent will be accommodated if possible.

CPC reserves the right to request that the employee furnish written verification from the school or daycare facility as proof that the employee participated in school or daycare activities on the specific date and at a particular time. Failure to provide written verification is grounds for disciplinary action.

CPC prohibits any discrimination or discharge due to an employee taking time off under this policy.

E. Volunteer Firefighter, Reserve Peace Officer, and Emergency Rescue Personnel

Nonexempt employees will be granted time off without pay to perform emergency duties as a volunteer firefighter, reserve peace officer, or emergency rescue personnel (which includes an officer, employee, or member of a disaster medical response entity sponsored or requested by the State). Such employees also are entitled for leave of up to 14 days per calendar year to attend fire, law enforcement, or emergency rescue training. Exempt employees who work any portion of a workweek in which they also perform such emergency duties or training will receive their full salary for that workweek. Otherwise, exempt employees will be granted time off without pay.

Employees may substitute vacation pay for any unpaid portion of leave to perform such emergency duties or training.

CPC prohibits discrimination against an employee because they take time off under this policy.

F. Voting Time Off

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should make their request at least two days in advance of the election. Up to two hours of paid time off will be provided, at the beginning or end of the employee's regular shift, whichever will allow the freest time for voting and the least time off work. Further, CPC will not discriminate or retaliate against an employee who is requesting time away from work while serving as an election officer.

G. Bereavement Leave

Employees will be allowed up to five consecutive working days off to arrange and attend the funeral of an immediate family member. For purposes of this policy an employee's immediate family is defined to include the employee's current spouse, current domestic/civil-union partner, father, stepfather, mother, step-mother, sister, step-sister, brother, step-brother, children, step-children, current parent in-law, grandparents, grandparents in-law and grandchildren. Regular full-time employees will be paid their regular base rate of pay for each day of absence.

If an employee requires more than five days off for bereavement leave or does not qualify for bereavement leave, the employee may request additional unpaid leave or may request the opportunity to use any accrued vacation time.

H. Marriage Leave

All full-time and part-time employees, who work more than 20 hours per week, are eligible to receive up to five (5) consecutive paid days off, if they are getting married. Employees must be employed by CPC for more than one year.

I. Leave Related to Domestic Violence, Sexual Assault or Stalking

Victims of domestic violence, sexual assault or stalking may take unpaid leave for up to 12 weeks to obtain help from a court, seek medical attention, obtain services from an appropriate shelter, program, or crisis center, obtain psychological counseling, or participate in safety planning, such as permanent or temporary relocation. CPC may require proof of the employee's participation in these activities. Whenever possible, employees must provide their supervisor reasonable notice before taking any time off under this policy. Employees may substitute any accrued vacation, sick, or other time off for the leave under this policy. Leave under this policy does not extend the time allowable under the "Family and Medical Leave" Policy in this handbook.

No employees will be subject to discrimination or retaliation because of their status as a victim of domestic violence, sexual assault or stalking. Victims of domestic violence, sexual assault or stalking may request other accommodations in the workplace such as implementation of safety measures.

J. Crime Victims' Leave

CPC will provide time off to an employee to attend judicial proceedings related to a crime, if that employee is a victim of crime, an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.

A victim means:

- A victim of stalking, domestic violence or sexual assault
- A victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury

- A person whose immediate family member is deceased as the direct result of a crime
- Any person against whom any crime has been committed
- A crime means a crime or public offense that constitutes a misdemeanor or felony, regardless of:
 - Where it takes place
 - Whether any person is arrested for, prosecuted for or convicted of committing the crime

CPC requires that where feasible, in advance of taking leave, the employee provide it with a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice. If advance notice is not possible, the employee is required to provide CPC with a copy of the notice within a reasonable time.

No employee who is absent from work pursuant to this provision will be discharged or otherwise discriminated against in compensation or other terms, conditions, or privileges of employment, because of such absence. Such leave is unpaid. Employees taking leave under this policy may elect to apply vacation time to such leave.

K. Leave for Organ and Bone Marrow Donation

CPC will grant an employee the following paid leaves of absence for the purpose of organ or bone marrow donation:

- A leave of absence of up to five days in any one-year period for the purpose of donating the employee's bone marrow to another person.
- A leave of absence of up to 30 days in any one-year period for the purpose of the employee donating their organ to another person.

A leave of absence for the purpose of organ or bone marrow donation will be provided with pay, however, if an employee has earned and unused sick or vacation time available, the employee is required to first use up to five days of paid sick or vacation time for a bone marrow donation and up to two weeks of sick or vacation time for organ donation.

In order to receive a leave of absence pursuant to this policy, the employee must provide written verification to Human Resources that they are an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Any leave taken for the donation of an organ or bone marrow will not constitute a break in service for purposes of the employee's right to salary adjustments, sick leave, vacation, annual leave, or seniority. During any leave taken under this policy, CPC will maintain and pay for coverage under any group health plan, for the full duration of this leave.

Leave provided under this policy may be taken in one or more periods.

Leave taken under this policy will not run concurrently with any leave taken pursuant to the federal Family and Medical Leave Act or the California Family Rights Act.

Upon expiration of a leave of absence authorized by this policy, CPC will restore the employee to the position held by the employee when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. CPC may decline to restore an employee because of reasons unrelated to the exercise of rights under this policy by the employee.

L. Rehabilitation Leave

CPC is committed to providing assistance to our employees to overcome substance abuse problems. CPC will reasonably accommodate any employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program. This accommodation may include time off without pay or an adjusted work schedule, provided the accommodation does not impose an undue hardship on CPC. Employees may also use accumulated sick days, if applicable, for this purpose.

Employees should notify Human Resources if they need such accommodation. CPC will take reasonable steps to safeguard privacy with respect to enrollment in an alcohol or drug rehabilitation program.

M. Employee Literacy & English Lessons

CPC is committed to providing assistance to employees who require time off to participate in an adult education program for literacy assistance or to participate in English lessons. If employees need time off to attend such a program, they should inform their direct supervisor or the Human Resources Department. CPC will attempt to make reasonable accommodations by providing unpaid time off or an adjusted work schedule, provided the accommodation does not impose an undue hardship on CPC. CPC will attempt to safeguard the privacy of employees' enrollment in an adult education program.

N. Staff Short Term Mission

After 1 full year of employment and with approval from their manager and ministry Pastor, full-time CPC staff can apply to attend a CPC short term mission trip (excluding Student Ministry Mexico and Houseboat trips) that is organized by CPC's Missions Ministry. Staff would not have to use vacation time on this trip and would be fully responsible for the cost of the trip. The option to apply for financial assistance through the Missions Short Term Funding will be available but not guaranteed. Staff can go on a short-term mission trip after every 4 years of full-time employment.

O. Personal Leave of Absence

A personal leave of absence may be granted upon request to regular full and part-time employees who work over 20 hours per week for important pressing personal needs, at the discretion of CPC (this leave does not meet Family and Medical Leave criteria).

If approved, the employee may use their accrued vacation time to receive pay. If the employee runs out of vacation time prior to their leave ending, the remaining portion of their leave will be unpaid.

Requests for personal leave must be made in writing to the employee's Manager and should indicate the reason and the length of leave requested. The request requires approval from the employee's Manager and Human Resources for the Personal Leave to be granted. Unpaid personal leave is limited to one per year.

CPC will attempt to hold an employee's position open for the period of unpaid personal leave, if such leave is 8 weeks or less. If leave is greater than 8 weeks, the employee, if qualified, will be entitled to the first reemployment opportunity (where they are qualified) available over the next six months.

Employee health benefits will be continued in the same manner as received prior to the leave, if the leave is for 8 weeks or less, but the employee will be expected to remit payment for the employee's portion of the health insurance premium prior to departing for unpaid personal leave, and in an amount equivalent to the expected period of absence. If an employee requests leave which will extend beyond the 8 week period, he/she will be advised of his/her COBRA rights. (See COBRA Health Continuation benefit).

CPC does not pay into any State or Federal Unemployment Insurance, Disability Insurance or Paid Leave Programs.

Employee Benefits

CPC provides benefits as described in general terms below. The terms on which benefits are made available to employees are set forth in the governing plan documents. In the event of a conflict between the following descriptions and the terms of the plan documents, the plan documents will control. This handbook is not a plan document and does not create any enforceable rights with respect to benefits or otherwise. CPC reserves the right to eliminate or modify any of its benefits at any time without prior notice. Employees who have any questions regarding benefits should contact Human Resources.

I. Insurance Benefits

A. Workers' Compensation Insurance

CPC carries workers' compensation insurance coverage as required by law to protect employees injured on the job. This insurance provides coverage for certain medical, surgical, and hospital treatment in addition to payment for a portion of any lost earnings that result from work-related injuries. Compensation payments generally begin on the first day of an employee's hospitalization or on the fourth day following the injury if an employee is not hospitalized. The cost of this coverage is paid completely by CPC.

Any leave of absence due to a workplace injury runs concurrently with all other Company leaves of absence. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

CPC does not provide workers compensation benefits, or accept any liability, for any illness or injury that arises from an employee's voluntary participation in any off-duty recreational, social, or athletic activity or event that is not an expected or required as part of the employee's work-related duties. Employees who choose to participate in any such off duty activities may be required to sign a written agreement to confirm that they are voluntarily assuming the risk of injury or illness and releasing CPC from any such liability.

B. Long-Term and Short-Term Disability Insurance (Church-Provided Benefit)

All employees classified by CPC as full-time employees currently are eligible to participate in CPC's short- and long-term disability insurance plan. The insurance company makes all benefit and eligibility determinations.

C. Medical, Dental, and Vision Insurance

All employees classified by CPC as regularly working at least 30 hours per week, year round, and their dependents currently are eligible to participate in CPC's medical, dental, and vision insurance plans starting the first day of the month following 30 days of full-time employment. The premium cost for eligible employees will be provided to you separately. You may contact the Human Resources Department to obtain the current premium schedule.

D. Section 125 Plans

CPC will provide a Flexible Spending Account Plan, also called a Section 125 Plan, for all employees enrolled in CPC's Health Plan Coverage. A Section 125 Plan is an IRS-regulated program that allows you to pay for certain expenses on a pre-tax basis. Eligible expenses include contributions to your Employer's insurance plans, dependent care expenses and health care expenses. Forms and specific Plan details are available from the Plan administrator.

E. Life Insurance (Church Provided Benefit)

All employees classified by CPC as regular full-time employees are eligible for group life insurance on the first day of the month following 30 days of full-time employment. You may be taxed on a portion of the value of this coverage under IRS rules.

F. Premium Payments for Employees on Leave

CPC will pay the employer's portion of premiums for continuation of Church-sponsored group health plan benefits during the first 90 days of any authorized leave. Thereafter, the employee may only continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and, if applicable, the California Continuation of Benefits Replacement Act (Cal-COBRA) and must pay the full cost of doing so.

If an employee is on an approved FMLA/CFRA leave, CPC will permit the employee to continue coverage under Company-sponsored group health plans by paying only the amount charged to similarly situated active employees. If an employee does not return to

work at the expiration of an FMLA/CFRA leave, regardless of whether they continued coverage during the FMLA/CFRA leave, they normally will be eligible to elect COBRA continuation coverage with respect to Company-sponsored group health plans, with the COBRA qualifying event normally being the expiration of the leave.

G. Conversion/Post-Employment Insurance Options

Pursuant to COBRA and Cal-COBRA eligible employees and their dependents may be entitled to continue certain benefit coverage after employment with CPC ceases or certain other qualifying events occur. COBRA information is provided separately. In addition, you also can contact the Human Resources Department to obtain COBRA information.

H. Insurance Coverage Information

Eligibility requirements and further information concerning insurance coverage are fully explained in the applicable plan documents, summary plan descriptions, and any applicable summaries of material modification, available from the Human Resources Department. In all cases, however, the applicable plan document controls over any summary or other communication for purposes of determining your rights and benefits.

II. Retirement Program

CPC offers an employer matching deferred compensation retirement plan (403b) for all eligible employees. An eligible employee is one who is working 1,000 hours or more annually and has worked for CPC for at least one year. Part-time employees that work less than 1,000 hours annually may participate in the plan without having CPC match their contribution.

The purpose of the Deferred Compensation plan is to provide employees an opportunity to accumulate money for retirement. The Plan, which is voluntary in nature, provides an opportunity for employees to defer receiving a portion of their compensation. This allows them to save for tomorrow and defer paying some of their income taxes today. CPC reserves the right to modify or cancel this program at any time. Contact CPC Payroll & Benefit Manager for more information.

III. Housing Assistance

CPC may assist an employee with housing costs. CPC may offer an Equity Share Agreement with Pastors where the church becomes an equity partner in the purchase of their home. CPC also leases properties near the church from the People Meeting Christ Foundation. Housing may be provided to some CPC employees at market rates depending on availability. CPC has at its sole discretion the ability to offer below market rent for employees on a case-by-case basis dependent upon CPC finances as determined by the Executive Director.

The Housing Assistance Policy provides the following guidelines:

- CPC will not evict an existing tenant to provide housing for an employee.
- CPC employees will have priority over the public for available housing.
- CPC will price all properties at the current market rental value.

Requests for housing assistance should be submitted to the Executive Director and reviewed by the Executive Director, Lead Pastor, Executive Pastor and Human Resources and approved by the Executive Director. Changes to CPC's Housing Assistance Policy must be approved by the Session Administration Committee.

IV. Employee Childcare

CPC is committed to enabling parents with children to be able to work on staff or as teachers so that they can further the ministry that the Lord has given to us and to train and empower the next generations of believers. The purpose of this policy is to offer staff and employees affordable childcare that will allow them to work at CPC. For details on this policy and cost, contact CPC Childcare Manager.

V. Theological Education Policy

Anyone seeking theological education, must apply through their pastoral overseer or through a pastor if not on staff. The pastoral team will consider the request and approve at their discretion with consideration to the individual's call, budget, organizational priorities, among other factors. Because approval is dependent on budget, requests should be made in a way for them to be considered in the budget planning process.

Employees who are approved to seek theological education are expected to do their coursework and assignments on their own time and not during their work hours. Schedule flexibility can be approved by the employee's manager.

CPC will pay a percentage of educational expenses for a degree that is 3 years full-time equivalent or less.

A. Education Assistance & Reimbursement Policy

Education policies assist employees with tuition discounts for on-campus schools and reimbursement for off-campus employee education and development.

1. Tuition Assistance at CPC Schools (*The benefit is limited to one discount per child, per family*)

- CPC Staff Tuition Benefit – This benefit offers up to a 50% discount to staff members based on the total number of hours worked per week, based on a yearly calendar. The discount percentage varies per individual.
- SRVCA Faculty Grant – This grant provides up to 50% off the tuition rate to faculty members. The pro-rated discount is based on the working percentage in their teaching.
- SRVCA Staff Support Benefit – This benefit is offered to all administration and staff support. Staff may be eligible for up to 50% off the total tuition. The pro-rated discount is based on the number of hours per week, based on the school year.
- SRVCA Leadership Benefit – This benefit is offered only to the principal, vice-principal, and preschool director of SRVCA. They receive 100% tuition

off their student's total tuition.

- Pastoral Tuition Benefit - Pastors and Ministers receive 100% tuition assistance at SRVCA. The tuition assistance excludes fees.

2. Extended or Continuing Education

- Full-time CPC staff required to gain certification in order to be fully qualified for the position will be reimbursed 100% for those costs.
- Teachers who are required to gain certifications or credentials will be reimbursed for those costs as long as funds are available in the budget and the expense is approved by the budget owner.

COVID-19 Policy

CPC's COVID-19 policy can be found on Staff Central for all employee to access as well as an employee can get a copy of the policy from Human Resources.

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK THEN VERIFY YOU HAVE READ CPC'S EMPLOYEE HANDBOOK BY CLICKING ON THE BOX AS INDICATED, TYPE YOUR NAME AND DATE, AS APPLICABLE, AND HIT "ENTER" WITHIN ONE WEEK OF EMPLOYMENT.

I acknowledge that I have received a copy of CPC's Employee Handbook. I understand that I am responsible for reading the Handbook and for knowing and complying with the policies set forth in the Handbook during my employment with CPC.

I further understand, however, that the guidelines contained in the Handbook are guidelines only and are not intended to create any contractual rights or obligations, express or implied, and shall not be construed to create any type of right to a "fair procedure" prior to termination or other disciplinary action. I also understand that, except for CPC's at-will employment policy, CPC may amend, interpret, modify, or withdraw any of the provisions of the Handbook at any time in its sole discretion, with or without notice. Furthermore, I understand that, because CPC cannot anticipate every issue that may arise during my employment, if I have any questions regarding any of CPC's guidelines or procedures, I should consult CPC's Human Resources Department.

I understand and agree that my relationship with CPC is "at-will," which means that my employment is for no definite period and may be terminated by me or by CPC at any time and for any reason, with or without cause or advance notice. I also understand that CPC may demote or discipline me or otherwise alter the terms of my employment at any time at its sole discretion, with or without cause or advance notice.

I understand and agree that the terms of this Acknowledgment may not be modified or superseded except by a written agreement signed by the President of CPC, that no other employee or representative of CPC has the authority to enter into any such agreement, and that any agreement to employ me for any specified period of time or that is otherwise inconsistent with the terms of this Acknowledgment will be unenforceable unless in writing and signed by the President of CPC. I further understand and agree that if the terms of this Acknowledgment are inconsistent with any guideline or practice of CPC now or in the future, the terms of this Acknowledgment shall control.

Finally, I understand and agree that this Acknowledgment contains a full and complete statement of the agreements and understandings that it recites, that no one has made any promises or commitments to me contrary to the foregoing, and that this Acknowledgment supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in this Acknowledgment.

I have carefully read this Acknowledgement of Receipt. ☐